

A TEXT BOOK
OF
SHORTHAND

A
0
0
0
5
7
0
3
9
9
6



UC SOUTHERN REGIONAL LIBRARY FACILITY

GEORGE WALPOLE.



THE LIBRARY
OF
THE UNIVERSITY
OF CALIFORNIA
LOS ANGELES



Digitized by the Internet Archive
in 2007

<http://archive.org/details/textbookofshorth00walpiala>

416 ✓
David St. O'Keefe Esq
With Compl of

Geo. Walpole.

6 Decr. 192

*In Shorthand skilled, where little marks comprise
Whole words, a sentence in a letter lies.*

THOMAS CREECH (1659-1701).

A TEXT-BOOK
OF
SHORTHAND

BY
GEORGE WALPOLE

*Member of the Institute of Shorthand Writers practising in the
Supreme Court of Judicature; Member of the Willis-Byrom Club;
Official Shorthand Writer to the Central Criminal Court, &c.;
sometime Editor of "Hansard's Parliamentary Debates."*

WALPOLE
SHORTHAND
WRITERS

London :

VEALE, CHIFFERIEL & CO., LTD.,
35 to 37, Cursitor Street, E.C.4.

1921.

149

This Edition consists
of 250 numbered
Copies on large paper.

ADDITIONAL TO VOLUME
2113000 2011A
7709811

PREFACE.

The publication of this little volume is not planned, in any way, as a commercial adventure, to be pushed with all the resources of the publisher. The present issue is a small one, of two hundred and fifty copies, intended mainly for presentation to my professional colleagues in this country and in America, and to a few of those friends on the Continent who have overwhelmed me with their hospitality at various International Shorthand Congresses; it may, I hope, secure some critical review in the Press; some copies may find a place in public and private libraries or collections. In the circumstances, I do not think I need offer apology for the rather unusually "intimate" tone of this Preface.

* * *

The system is presented as compiled, by a practical Shorthand Writer, for the use of those who desire to become practical Shorthand Writers. Its general idea may be illustrated by the quotation of a passage from an article I wrote in a Shorthand magazine, as far back as 1895 :—"The great vice of the few systems I know is the absence of joinable vowels. . . . I think the inventor of a really good practical system will begin at the other end of the stick. Former authors seem to have taken the various materials at their command, and allocated the best outlines to the most frequently recurring consonants, the vowels being provided for out of what remained *The coming author will give of his best to the vowels.*"

Apparently I lost little time in getting to work upon a scheme which should carry this idea into effect; in the year 1900 I was

actually taking official notes in what was, in all essentials, the system embodied in this book.

* * *

Let me, first of all, attempt to justify the publication of the work. For I hold most strongly that "There is an enormous moral responsibility attaching to the author or publisher of a Shorthand system. If a system should be incapable of performing what must of necessity be required of it in daily practice, the whole future of the unfortunate learners may be blighted; they may, disgusted with the unsatisfactory result of one inefficient system, be debarred for the whole length of their lives from the advantages which a good system would afford them. There may be no end of unpleasant consequences and monetary losses caused by mistakes which must be laid at the door of an imperfect system." These wise words I take from a paper read to the Shorthand Society in 1889 by Mr. H. Richter. They seem to me to express a truth which should give pause to anyone contemplating putting on the market a system purporting to afford a means of livelihood to a not inconsiderable section of the public. In the same paper Mr. Richter says:—"Nobody should publish a Shorthand system without being able, in some shape or other, to prove that the system can do what its author asserts it is capable of. . . . I do not underrate the enormous difficulty which the proof of the practicability of a system would entail upon its author; but, if that difficulty were ever so much larger, I fail to see how an author could consider himself justified to do without it."

* * *

Now, I claim to have proved in the best possible way the "practicability" of the system presented in this volume. For more than twenty years I had—first in office work, then as newspaper reporter, finally as professional Shorthand Writer in the Law Courts—written the beautiful system of Isaac Pitman, and I had

acquired in that, I think I may say, considerable expertness. Saturated, so to say, with the principles and technics of one system, it was indeed a task of "enormous difficulty" to change to another. Eventually I succeeded in acquiring, in my own system, something like the facility I had had in Phonography. For more than twenty years I have used this system constantly, in the Civil and Criminal Courts, in both Houses of Parliament, in Royal Commissions and other Inquiries, Courts-Martial, Military Courts of Inquiry and Espionage Trials during and since the Great War, commercial Arbitrations and Meetings—in short, every description of work that falls to a busy London firm of Shorthand Writers. Too much must not be made of this. It must be borne in mind that no man could have spent a score of crowded years in the practice of a good system without having acquired what I will call the Shorthand writing "instinct"; and, once having surmounted the difficulties of changing over, once having attained the necessary speed in a second system, his practice in the latter will be, unconsciously or sub-consciously, very considerably lightened by the "instinct" gained in his long experience with the original system. But, after all, this "instinct" would not, of itself, be of sufficient service; instinct or no instinct, my work during the past twenty years or so could not have been done with any indifferent implement, and that work should establish the right of this system to take place with the very few others of proved practicability. That is my claim, and all my claim.

* * *

By the way (talking of "changing over"), it is hardly credible, but it is the fact, that I have been asked, seriously asked, by men writing Pitman or some other system at respectable speed, but who fail to quite reach the goal of verbatim writing, whether it would be possible for them to scrap their present system and set to work on mine. In case this book should fall into the hands of some one so foolish as to put to himself that question, let me give the

answer. Possible, yes ; but I can hardly conceive an incentive that could justify it. In my own case, of course, the incentive was " to prove that the system I intended to publish could do what I should assert it to be capable of " (Richter). There are a round half-dozen systems with regard to which this may be said : that if a man writing one of them gets to a speed of 150 words a minute, and there sticks, he may take it that his failure to get " forrader " is due to no fault of his system ; he had best—however ruefully—just " carry on " with his present materials ; to dabble with any other system would, almost certainly, result in his losing the speed he already has.

* * *

A word or two now as to the construction and general scheme of this system. Here's a couplet of Kipling's :

" There are twenty thousand ways of constructing tribal lays
And every blessed one of them is right ! "

Well, there are several ways of constructing an English Shorthand system, and it is only natural, perhaps, that each individual author should consider that he has hit upon the " right " one. (On second thoughts, I am disposed to amend this ; there are some systems so palpably trash, so obviously merest " catch-penny " concoctions, that one can picture the author, with tongue in cheek, penning the Cheap-Jack vauntings of his worthless wares, not caring a jot about the " right," so the concoctions catch the pennies.) In this case the author will content himself with just stating his scheme, claiming, not that his is *the* right one, but that, with the adduced proofs of its practicability, it is justified in challenging examination.

* * *

As I have quoted, in 1895 I wrote, " The coming author will give of his best to the vowels," That is the idea embodied in this system,

The only geometrical forms available for the main structure of any system are: four (perhaps five or six) straight strokes, eight (perhaps nine or ten) portions of the circle, and the circle itself. The problem is, with this material as the base of the structure, so to deal with each form as to provide in result for the written representation, at great speed (and, at any speed, with absolutely accurate decipherability) of our English tongue, which as spoken is made up of thirty to forty vowel sounds, with a similar number of consonants and consonant combinations. Here, surely, is no light task; yet—such is the fascination of difficult problems—the field of stenographic invention has attracted many hundreds of adventurers. Only a few of these can be classed as mere charlatans; the great body have been sincere workers, and their very failures have been of help in the work of their successors. Of the great number of Shorthands published in this country, only the merest few have had existence for more than a few years. Mostly the “cause of death” has been that the author has forgotten practicability in his obsession with some ingenious or fantastic theory, ignoring that “the Art and Practique part of Life must be the Mistresse to this Theorique.”

* * *

Let me give one illustration of the amazing lengths to which this obsession with a theory may lead a clearly sane and very learned man. In 1883 Mr. Edwin Guest, a well-known London Journalist-Shorthand Writer, a member of the Shorthand Society, Corresponding Member of the Association des sténographes de Paris, published a book entitled “Compendious Shorthand, or Universal Visible Speech.” It is an extraordinary book, the work of a sincere enthusiast in his subject, a “philosopher” in the literal sense. Yet, unabashed Philistine that I am, I confess that I have had more entertainment from it than instruction. It does not interest me to learn that our six-and-twenty common alphabet letters, and the

sounds that therein lie, divide themselves into "labials, denticulabials, palatals, compounds, sibilants, gutturals, coalescent characters, enclitics," &c., but it is a joy—to the Philistine—to come across a passage like the following. Guest has in his alphabet characters two dots; one, thin, stands for *c*; the other, thick, stands for *q*. He says: "The dot for *c* is suggestive, being a development from the head of the small *c* of common type. It is traditional both for *c* and *q*, the hieroglyph which originated *c* being the *head* of a camel, and that which originated *q* being the *head* of a man." And the student is cautioned that "these dots must be made carefully round," for there is a *dit*, lighter than the dot, which is "not perfectly round except by accident."

* * *

The systems which at this time hold the field in English-speaking countries are, undoubtedly, those that have a consonant as distinguished from a vowel basis. Others there are that have half-heartedly tackled the vowel problem, and diverted part of their main forces from consonant service; a certain measure of success has been achieved, but, broadly, it must be admitted that, in Shorthand work of the highest class, really "verbatim" work, the systems used are, almost without exception, those built upon the notion that the consonants, "forming the skeleton of the word," are entitled to appropriate the whole of the main structural material at disposal, the vowels being provided for by more or less ingenious devices. Whilst admitting that these systems have, in the hands of expert writers, fully established their foremost position, it is open to me, I submit, to argue that that, after all, does not make the last word in Shorthand construction. For I venture to say that a vowel-based system, on the bold lines which alone could prove successful, has never been put forward in this country until the appearance of this book. (I will refer later to "Aristography," an American system with similar basis and scheme to mine.)

* * *

Reference to my "Alphabet," on page 1, will shew that I have five straight and eight curved characters. Using the device of shading (or thickening) I get nine straight and sixteen curved characters.

I give the straight characters to the vowel element, the curved to the consonant element.

But I give more than 9-25ths to the vowel ; for there is the further device of initial and final hooks. Each of the straight strokes will take four initial and four final hooks ; each of the curved strokes will take two initial and two final hooks. (I reject, as utterly impracticable, the notion that a curved character will take a hook outside the curve. See pages 12, 16.)

A little addition will shew that I give (with the main structure plus these two devices) :

To the vowel $5 + 4 + 36 + 36 = 81$

To the consonant $8 + 8 + 16 + 16 = 48$

Of the remaining devices, the two most important—shortening and lengthening—apply equally to curved as to straight characters. Other devices (for instance, the *st*, *sp*, loops) are applicable more to straight than to curved characters. Roughly, I have given twice as much of my principal material to the vowel as to the consonant.

It will be noticed that, of the five straight strokes, I have thickened only four. My character for *a*, an upward stroke at the angle of 30° from the horizontal, is taken in the Pitman system for the consonant *r*. Several of the American adaptations of Phonography have the same stroke thickened. The inventor himself, Isaac Pitman, refused to accept the innovation, and very few writers in this country have used it. In these days, when most writers rely

on the fragile fountain pen, it seems to me inadvisable to recommend, for the general run of students, the thickened upward stroke. It must be said, however, that it is largely used in America, and therefore need not be altogether discarded as a useless bit of Shorthand material. In my Pitman practice I used it for years—to represent *rm*. A writer of my system as presented in this book may, if a sufficiently expert *penman*, try his hand at it, giving it the value of, say, the *e* in *red*. If the result is a ruined nib, he must not blame me; the thickened up-stroke is not part of this system.

* * *

The allocation of so much material to the vowels is, it will be admitted, a bold new departure. It involves the abandonment of the consonant-skeleton theory as the basis of a Shorthand system. That theory, I submit, is entirely fanciful. It takes no count of the great number of monosyllables (*such as so, is, though, oath*) which have only two elements; an anatomist would not speak of the unjointing of a couple of bones as the disarticulation of a skeleton. In many instances it is inaccurate; if the true skeleton of *bat* is *b-t*, have not I the true skeleton of *obey* in the letters *o-a*, as against the one-bone skeleton, the consonant *b*? It breaks down in application; the Pitman system has *br* for *liberty*, *psk* for *episcopalianism*; doubtless good Shorthand, but what sorry skeletons.

Confound all "this theorique"; what really matters is the "practique part." In relation to a system of Shorthand writing it is fantastic to speak or think in terms of "skeleton." What is wanted is safe and legible abbreviation. In short words such as *era, area, abbey, oboe, Dowie, Addy*, the solitary consonant is not safe; in longer words the complete group of consonants will not be legible. Puzzle over this splendid specimen of a consonant skeleton: *nrfkbltdnttbs*; the word represented is not English,

but it may be fired off upon a reporter by any speaker who knows his Shakespeare.

* * *

I must refer in some little detail to the American system bearing the (not too modest) title, "Aristography." Mr. Isaac S. Dement, one of the best known official stenographers in the States, published this system in 1905. Apparently, he and I were experimenting, elaborating and finally working on similar lines, at about the same time; for Aristography, like this system, has as its principle the giving of the straight strokes to vowels and the curves to consonants. There are important differences in our methods of working from this base principle. Dement adopts the thickened upward straight stroke, which I have rejected for the reasons already given. He adopts the "pairing" principle, *e.g.*, a thin curve for *p* and the same curve thickened for *b*, and so with *t-d*, *f-v*, etc. These couples are no doubt "pairs"; their very similarity in articulation is, in my view, reason for giving them the most dissimilar outlines for writing purposes (see my characters for *b-p*) It may be the fact that the principle is of some value in teaching, especially in elementary schools; but then—I don't believe in the teaching of Shorthand in elementary schools. Dement has four "positions"; I dispense with position altogether. Nobody who has written a positional system, or had to do with the work of those who wrote one, will deny that this device is a source of worry and real danger; with the amanuensis it leads to the most appalling "clashes"; with the expert it is a continuing anxiety.

There are other differences between Dement and Walpole which it is not necessary to go into here. The important fact is that both systems give the major portion of the available Shorthand material to vowel representation. "Aristography" has, I believe, a respectable following in America. The textbooks ran to a third edition in 1916.

* * *

In the round score of years passed in the practice of Pitman's system before I started experimenting on one of my own, I was in daily touch with writers of other systems, comparing notes with expert writers, detecting from the uncertainties and occasional blunders of myself and others the weak points in our armour. I had been flattering myself that I might advance this as giving me some advantage in qualification for the task I set myself. I knew, at any rate, most of the pitfalls to be avoided, and could appreciate the danger of falling out of the frying-pan into the fire by getting over one "clash" at the cost of tumbling into another. It appears, according to one authority, that what I thought to be advantages are, really, serious disqualifications. For, "It seems clear that the time for bold and original Shorthand construction is early in life, when the mind is plastic to new impressions and is untrammelled by precedent or habit." The passage is from a criticism of Aristography in "The Gregg Shorthand Writer" (Chicago, 1905). The writer elaborates this: "No really original or successful system of Shorthand has been produced by an author of mature years or of long practical experience. It is a singular fact that in all the long record of Shorthand authorship there is not to be found a system of any note which was produced when the author was out of his teens." And, from the Chair of this young critic, comes the crushing pronouncement, "In this Aristography the vowels are represented by full-size straight characters; and, when we say that, we pass sentence on Aristography"—sapient, summary! There's really no more to it. The "Silk" must agree to be "led" by his Junior.

As I have referred to the Gregg system, it is right to say that it has unquestionably proved its title to a place in the front rank. This is shewn by the work compassed with it in the United States. True, it is "the man who holds the pen" that counts in relation to any system; but the man *must* have a system of a certain standard; and my friend Mr. Gregg, whether in consequence of or despite the

fact of his youth—(lucky fellow !)—did produce a Shorthand equal to the requirements of the most difficult work.

On the question of originality—"there is no new thing under the sun." The principle adopted by Mr. Dement and myself can claim the respectable antiquity of a couple of thousand years ! Professor Gompertz, member of the Imperial Academy of Sciences at Vienna, published in 1884 an account of a Greek manuscript of the fourth century B.C., "containing a system of Shorthand completely different in principle from any that has hitherto appeared, inasmuch as the vowels are not represented as modifications of the consonant signs, but on the contrary, the consonants are subordinated in writing to the vowels."—(*Ueber Land und Meer*).

* * *

I have said that I do not believe in the teaching of Shorthand in elementary schools. May I re-inforce that personal opinion by a passage from John Locke : "For the learning this compendious way of writing (Shorthand) there will be no need hastily to look out a master ; it will be early enough, when any convenient opportunity offers itself, at any time after his hand is well settled in fair and quick writing. For boys have but little use of Shorthand, and should by no means practise it till they write perfectly well, and have thoroughly fixed the habit of doing so." This is at least as true now as in the seventeenth century, when there was nothing like the elementary education of our day. It is absurd to think that more than a very small proportion of scholars will ever become, or desire or require to become, Shorthand clerks or professional writers. I am convinced that time, effort and money are altogether misspent in the teaching of such a subject to school-children.

Anyway, I have not prepared this book for use in schools. (The youngster of twelve or fourteen would make very little of the glorious Milton extracts.) It is not meant to be tackled by anyone

who has not a sound general education and a fairly wide range of vocabulary. The latter will be considerably enlarged as the student goes through the work. There are, within the covers of this little book, the Shorthand characters for nearly three thousand words, derivatives not counted.

* * *

I will bring this discursive Preface to a close. I believe that the general scheme taken as the basis of this system (and of Aristography) is on the true line of advance in Shorthand construction ; at the least it deserves the serious attention of any future adventurers into what is a most fascinating field. That I have presented a perfect system it would be absurd to claim—the stenographic thaumaturge is yet to seek. I have simply done my best to produce a really practicable system, on a basis which I believe to be preferable to that hitherto generally accepted.

I shall be pardoned for drawing attention to the reproduction of "Author's Original Notes," on pages 55, 57. So far as I am aware, this is the first time that a Shorthand system, on its first appearance, has included *fac simile* reproductions of actual notes taken in the system.

* * *

I must not part with the book without expressing my gratitude to Mr. JAMES A. CLAPPERTON for the fine work he has done in preparing for the plates the Shorthand illustrations and exercises.

GEO. WALPOLE.

Portugal Street Buildings,
Lincoln's Inn, London, W.C. 2.
July, 1921.

NOTE TO THE STUDENT.

I will assume that you have set out to learn the system from what is contained in this book. You have left your schooldays behind you, and, being a pretty expert penman, you contemplate starting your career by acquiring such a knowledge of Shorthand and skill in writing it as will qualify you for, let us say, the position of Shorthand Clerk in an office, or that of junior reporter on some newspaper.

Your first query will probably be, how long will this take me? My advice to you is, turn down absolutely any author who professes to make a Shorthand writer in any given number of hours, or days, or weeks, or months. Your temperament, your aptitude for the work, your opportunities of study and practice, your application, the extent of your reading—all these come in to affect the answer to your question. The only answer that any honest author can give you is, it depends upon yourself.

Don't be alarmed when you read the first paragraph on page 4. Do you remember your early struggles with the writing of longhand, how you were set to form "pothooks and hangers," then to trace your copy-book headlines, and all the rest of it? All that was the necessary training that resulted in your being able to scribble longhand as, I trust, you now do. You will have to scribble your Shorthand, but first you have to learn to *write* it. And you must observe the injunction, in large type, on the same page. The more thoroughly you master the first lesson, the lighter will be your work as you go through the subsequent pages.

You must trust your author. I mean by that, be content to be led by him, and do not try to run alone. For instance, on page 8 you have the sentence, " Why do they rage " ; don't try to write, " Why do the heathen rage " ; have patience, and just copy out the exercises exactly as set.

If you have really *thoroughly mastered* the first lesson, you may go ahead with the next two exercises rather more rapidly. Chapters 4 and 5 are not so intricate as they appear. They embrace two of the main essentials in the scheme of the system, and you cannot fail to notice that you now have the material for writing many hundreds of words which, but for these two devices, it would not be possible to write at any speed. From this point, too, the banality of the early exercises gradually disappears, and the abbreviations become more " intense." Then come " loops " for the consonant groups *st*, *str*, etc., and the two remaining essential devices of shortening and lengthening. There are left only certain oddments, prefixes and suffixes, etc., and such hints and advice as my experience enables me to give.

As for the additional device for *wr* (page 39), I expect some of my Pitman friends will be shocked. I admit that it is daring ; but I have for years been watching out to see whether it would prove to be a clash-trap, with the result that I have no hesitation in giving it permanent place in the system. This paragraph, perhaps, should have gone into the Preface ; I leave it here, in order to say to you, the student, that this is an instance in which you may certainly trust your author.

Generally. Don't even *think* of speed until you have gone through the whole book. Dictation practice should then commence. Get some friend to read to you the exercises from No. 6 onwards, varying this by yourself copying and re-copying the earlier exercises. Get some book of commercial correspondence and have the specimen

letters dictated to you. Most important, have dictated the first leading article in whatever daily paper you read ; don't miss a single day ; vary this, again, with any first-person matter there may be in the paper. As you begin to feel your feet, you may indulge in the luxury of "timing" yourself. The effort to push up from eighty to ninety words a minute will be the beginning of your education in the necessary but infinitely dangerous art of "scribbling." Don't fail to read over your notes of every passage you have written ; fasten on to the words or phrases you have mis-read, think out the reason of your blunders and the remedy for them, and have that passage dictated again and again until your scribble is safe. You have now got to the stage when the first two words on page 4 are wholly inapplicable ; you *have* to hurry ; but, if you have had patience and grasped the scheme of the system with "absolute thoroughness," you will find that you can hurry with safety.

Be wisely honest in the first application you make for Shorthand employment. Because you have taken down from the reading of your friend a leading article or a speech at 150 words a minute, don't assume that that is your practical speed. Your employer won't be reading ; he will be really dictating, composing as he dictates, spurting at 150 just sufficiently long to floor you ; your practical speed is not more than 130 for his purposes ; tell him so.

Each trade or profession has a vocabulary peculiar to itself, and there will be words and phrases capable of specially abbreviated Shorthand treatment. In a little general text-book such as this it has been impossible to give more than a few examples of the method of dealing with the technical terms used in scores of varying callings. Messrs. Sir Isaac Pitman & Sons, Limited, publish a "Series of Shorthand Writers' Phrase Books and Guides." These are invaluable to

the Pitman student, because they give carefully thought out Short-hand equivalents (in that system) for different terms and phrases. But they will be valuable to you, student of this system, for the terms and phrases themselves. If you get an opening in a Solicitor's office, the " Legal Phrase Book " will introduce you to words and groups of words, altogether strange to you, but everyday language in the office you are about to enter ; so with the " Electrical and Engineering Phrase Book," the " Shipping Phrase Book," and a dozen others. Don't bother about the Pitman shorthand outlines in the book you buy ; the Pitman writer will gain nothing from this book ; you will gain nothing from the Pitman book ; the two systems being differently based, the abbreviations in the one are inapplicable to the other. But you will get acquaintance with the phraseology which you will have to cover in your daily Shorthand work, and can start building up contractions and phrase-forms in your own system.

As you get on with your friend's dictation or reading it will pay you to hark back occasionally to the *fac simile* of my own notes on pages 57 and 59. You will begin to appreciate the reason for the contrast—which at first you thought ludicrous—between the *scribble* you see there and the beautiful *writing* on pages 73 to end. The notes I selected are from work of average difficulty ; they are copper-plate as against some that I could shew you, mere scrawl as against others. The distortion of outline, the failure to phrase where opportunity offered, the boldness of abbreviation in some cases, the timorousness in others—all this you will gradually get to understand.

There is as much individuality in Shorthand writing as in longhand writing. Your notes will take on certain characteristics that will distinguish them from those of any other writer. You need not be dismayed to find that, as your pace increases, your notes bear

a greater resemblance to those on pages 57 and 59 than to those on the last dozen pages of this book. But remember that, in your practice for speed, it is all-important to read back to your dictator everything you have taken down, in order to find out where and how you have gone wrong ; set to work patiently to find the remedy ; have a particular passage dictated again and again until you can write it, at your pace, with absolute certainty.

I close with a quotation from an article on "Getting up Speed," by Mr. Fred Irland, one of the most expert writers of Phonography in America. There's a breezy exaggeration about it, but I warn you, Mr. or Miss Student, that the topmost rung of the Shorthand ladder is practically unattainable except by following his advice. He says, "Copy correctly-written Shorthand until it is *written on the mind*, and then write the matter over and over again. Write from dictation until your arms are ready to fall off—until your friends flee at sight of you. Write *thousands* of pages of Shorthand, and go through the same process which has made you so familiar with longhand writing, the same process which has made you able to walk without effort, to speak without hesitation. Do this long enough, and you will get speed and facility which will make you happy."

G.W.

CONTENTS.

CHAP.	PAGE.
I.—THE ALPHABET ; GENERAL INTRODUCTION	1
II.—SIMPLE ABBREVIATIONS	6
III.—LOOPS FOR <i>st</i> , <i>str</i> , &c. ; <i>-ing</i> , <i>com-</i> , <i>mp</i> , &c. ; <i>of the</i> ; <i>to</i> ...	9
IV.—INITIAL HOOKS	12
V.—FINAL HOOKS	16
VI.—CIRCLES AND LOOPS WITH HOOKED LETTERS... ..	20
VII.—SHORTENING	24
VIII.—OBSCURE VOWEL ; PAST TENSE ; ASPIRATE ; VOWELS SEPARATELY WRITTEN ; MINOR DEVICES	28
IX.—LENGTHENING	34
X.—PREFIXES AND SUFFIXES ; <i>wr</i> ; FIGURES	38
XI.—REPEAT MARK ; PLACE AND PERSONAL NAMES	43
XII.—GENERAL PHRASES	50
AUTHOR'S ORIGINAL NOTES	55
LONGHAND KEY TO EXERCISES	59
SHORTHAND KEY TO EXERCISES	73

CHAPTER I.

THE ALPHABET.

VOWELS AND VOWEL GROUPS.

/	A as heard in <i>bake</i>	/	OO as heard in <i>food, but</i>
—	A " " " <i>father, bat</i>		U " " " <i>use</i>
—	E " " " <i>keep, kept</i>		OW " " " <i>cow</i>
\	I " " " <i>bite</i>	^ v	OI " " " <i>boil</i>
\	I " " " <i>bit</i>	1 v	AW " " " <i>law</i>
/	O " " " <i>fold, got</i>		

CONSONANTS.

\	B	\	P
\	D	7 L	Q
\	F	\	R
)	G	o	S
1-	H)	T
/	J	(V
/	K	(o	W
(L	7 L	X (same as Q)
(o	M)	Y
\	N	o	Z (same as S)

CONSONANT GROUPS.

(CH as heard in <i>chain, watch</i>
(TH " " " <i>thin, thine</i>
—o	SH " " " <i>shawl</i>

INTRODUCTION TO FIRST EXERCISE.

For Shorthand purposes, words are "spelled" according to their sound, regardless of the ordinary orthography. Thus, the words *ice*, *unique*, *caught*, *ptomaine*, are spelled as *is*, *unek*, *kawt*, *toman*. It is not possible to observe the niceties of phonetics. There are at least thirty vowels and diphthongs in our language, and we can spare for them only nine main shorthand signs; these, with some minor characters, will be found sufficient for all practical purposes.

The alternative signs given in the Alphabet to some letters are for convenience of joining. Obviously, it would not be practicable to join *i* and *l*, or *-* and *—*; whereas the outlines *l* *hu*, *—* *he*, are unmistakable.

The soft sound of *c*, as in the word *ace*, is represented by *s*; the hard sound of *c*, as in *case*, by *k*.

The soft sound of *g*, as in *gaol*, is represented by *j*; the hard sound of *g*, as in *gale*, by our character for *g*.

Ph, where sounded as *f*, is represented by our character for *f*.

The circles *s*, *sh*, are written on the right side of downstrokes: *so*; *show*; above horizontal strokes: *see*; *ease*; above the upstroke *a*: *say*; *ace*; inside curved letters: *ns*; *sd*. Where the circle is between two characters, follow the natural joining *esa*; *isa*; *asl*; *bsn*. The large circle, besides representing *sh*, is used as "double s," or the syllable *sez*; as in *ices*.

L and *K* may be written upward or downward ; but, commencing a word, *L* is written upward, *K* downward.






O is written downward ; *A* upward ; (note the resulting difference of angle).

The initial step for the student naturally must be to learn how to join the characters. We come at once to actual shorthand work ; for, in this first Exercise, in illustrating the method of joining, we have employed words, the given outlines for which will *always* be used, under whatever circumstances of pace or difficulty, by the office clerk, the Reporter, or the Professional Shorthand Writer.

At the very beginning, we want to say that our aim is to avoid a burdensome collection of inflexible and to-be-memorized "Rules" and "Principles." No teacher—certainly no textbook—can make a Shorthand Writer ; teacher or textbook can no more than guide. The student must apply himself to the cultivation of his adaptive capacities ; we shall assist him by shewing, step by step, how certain things should be done, then setting Exercises designed to interest him into developing his own abilities.

In the first part of this Exercise we give a few words with their proper outlines ; then follow a whole lot of words, purposely jumbled together ; the task is to write these words in the proper shorthand outlines.

Note that uniformity in the *size* of the characters is vital, because there will presently come work depending upon *shortening* and *lengthening*. Note also that nearly every stroke, straight or curved, has a double use ; (1) as a normal or *thin* stroke, (2) as a shaded or *thick* stroke.

Don't hurry. *Form* the characters. Don't scribble them ; *write* them. For *ai* don't scribble  ; make yourself write  . So with the curved letters ;  or  should not do for the letter *r* ; you must *write*  ; if necessary, *draw* it until you can write it.

Copy out carefully the first portion of this Exercise. Do not part with it until, covering the longhand, you can read the shorthand without hesitation. Then, taking the second portion, start by doing your best to write the words in shorthand ; check what you have done by referring to the key ; repeat this until you can write accurately all the words, in any order.

It is useless to go farther into the book until this first Exercise is mastered with absolute thoroughness.

EXERCISE 1.

7 Foe; } hug; } autumn; } bow; } boil;
 chase; } essay; } fee; } Kew; } low;
 ash; } sneeze; } teal; } usher; } ocean;
 rice; } Paul; } sowed; } fuss; } these;
 awful; } pace; } dashes; } owl; } she;
 rouse; } scales; } weasel; } qua; } ooze;
 eyes; } coil; } coo-ee; } daw; } disease;
 gazes; } buck; } bushes; } hasten; } sway;
 house; } royal; } lithe; } hatches; } jaws;
 dish; } gasses; } bade; } dame; } team;
 law; } slouch; } foil; } bulk; } snowed;
 Zulu; } kedge; } jamb; } thaw; } solo;
 mason; } seesaw; } license; } beseech;
 sky; } fetch; } side; } chasten; } vague;
 chaos; } teeth; } geese; } cake; } lodge;
 fasten; } saucer;



Put the following into shorthand :—







Ice, pay, leash, cow, lace, assay, tea, smudge, knew, bough, thus, dice, raw, paw, shy, owe, you, I, is, ass, wake, use, mouse, sigh, ma, Luke, sue, fish, cash, toil, now, base, Isaiah, gaze, fusee, slow, cheese, Swiss, shoes, owed, bosh, batch, mace, keys, case, loose, rock, race, scowls, peace, Joe, slice, sluices, snow, palls, vows, slices, us, pale, nook, rogue, edges, thigh, hollow, gneiss, slay, rush, though, each, slide, views, via, Swale, raid, fishes, *quo*, buy, dazzle, fuses, guise, heath, ledge, *visé*, matches, fizzle, spoils, hush, sheath, payee, choose, seam, gashes, sawn, Enoch, Rose, peaches, below, rule, shells, space, Asquith, huge, loss, Ezra, soul, wade, gale, gnash, Hosea, spade, slid, vases, cowl, notch.



CHAPTER II.




SIMPLE ABBREVIATIONS.

In our first Exercise there occurred a few examples of what might be termed natural abbreviation. The last vowel in *hasten*, *easel*, is omitted in shorthand; it is, in fact, absent in the accepted pronunciation of those words, and numerous instances of the kind occur in the language. Apart from these, there are many common words which it is necessary to represent by contracted outlines, the abbreviation consisting in the omission of one or more consonants or vowels, writing only so much of the full outline as will ensure the identification of the particular word.

Occasionally one outline may stand for more than one word, the structure of the sentence being sufficient guide:
 *be* or *by*;  *they* or *thy*.

The circle may be joined to any word-sign to denote the plural, &c.:  *key*,  *keys*;  *go*,  *goes*;
 *lace*,  *laces*.

Where words hang together naturally, the signs may be joined:  *will you*;  *I will be*. This, however, is only permissible when the signs themselves dictate a natural grouping.

The word *the*, standing alone, is denoted by a dot. Commencing a phrase it may be represented by the sign for *th*:  *the same as*; medially or finally by a tick at a slanting convenient angle:  *to the knee*;  *would the*.

The dot being thus utilised as a shorthand sign, the period, where it is necessary to indicate the close of a sentence, is expressed by a cross ×

In the following Exercise, after a list of simple abbreviations with the shorthand as well as the longhand, there are given a few sentences to be put into longhand and a few to be put into shorthand. These should be mastered in the manner advised for the first Exercise—written out repeatedly, in varying order, until each abbreviation is perfectly familiar.

EXERCISE 2.

/ A, an	o Like, look) Take, to, too, two
' And	~ Many) Talk, took
^ Any	' May, my	' Their, there, they are
\ Are	(Me	(They
° As, has	66 Miss, misses	6 Those
— Ask, asks	' ' Mr. Mrs., Mr. and Mrs.	6 Was
' Aught, ought	~ Name, number	(Way, why
^ Aware	o Necessary	~ We
\ Be, by	~ Never-theless	(Well, will
/ Can, come	' ' Of, on	6 Were, we are
(Every	/ Only	' What
6 For-ce-m	' Quite	6 Where
' - Had	(Same, seem	(Which
— Have	o 'Shall	^ 'With
— He	~ 'Should	^ 'Without
\ His, is	/ Some	~ 'Would
Hour. our, how	2 'Square) Young

¹ These are arbitrary signs. Note that (and) is written upwards.

² In phrasing, the circle alone is sufficient:— o he is;
o of his; 6 this is.

³ Written close to the name following:— ' Mr. Rees;
3 Mr. & Mrs. Jake.

⁴ Except where ~ commences a word or phrase, the initial tick may be omitted: ~ I should be.

⁵ Note that the downward portion is thickened.

⁶ Following the word-sign we, it is sufficient to write the small circle: ~ we shall be; ~ we shall never.

EXERCISE 2 (Continued).

Put into longhand:—

3 6 ~ x ~ ~ ~ b x ~ 1 ~ ~ x
 2 ; 1 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ { x ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

Put into shorthand:—

What will you give me for the boys. Why are you so slow with the ball. Which way shall we go. They should do without this. How much change does he ask. What do they say the loss was. Should he go by the highway. He said Smith was his surname. 'Mr. Young will go slowly because he has such a big load of logs. Those we now deal with have our special faces. The same boat will do for me. Mr. Ellis was quite aware he had had a slice of luck. Are you the person who owes this money. Why do they rage. What can Mrs. Buller wish for. Have you the necessary lathes. We are too young for such a task. Was there any police notice up. We shall be away for some hours. What will you do with me. What would you do without me. Is the coach on the way. He is a sly dog.









¹ The abbreviation for the adjective would not be safe for the surname.

CHAPTER III.






LOOPS FOR ST, STR, SP, SPR.





Where *s* is followed immediately by *t* or *p*, the consonant groups may be formed by writing, instead of the circle, a small loop for *st*, a large loop for *sp*.







The group *str* or *spr* may be indicated as in the following examples:—

 *stu*;  *stru*;  *ast*;  *astr*.
 *spoo*;  *sproo*;  *esp*;  *espr*.

NG, MP (b).—These groups may be represented thus:
 v ^ *ng*; x x *mp* (b).

ING, COM, CON, &c.—The suffix *ing* may be represented by a dot at the end of the preceding letter:  *say*;  *saying*;  *hasting*; *ings* or *ing-the* by a small tick instead of the dot:  *sayings* or *saying-the*;  *testings* or *testing-the*.

The prefix *com*, *con*, by a dot at the commencement of the following letter:  *confess*;  *compass*; or by writing the following letter close to the preceding outline:  *I construe*;  *they convey*.

“OF THE” and “TO.”—The connecting words *of the* may be omitted in a number of phrases, being sufficiently indicated by writing close together the words connected, or intersecting the second into the first:  *key of the chest*;  *lease of the house*;  *spoil of the raid*. The same device may be adopted for the preposition *to* (except when *to* is followed by *the*):  *road to Hastings*;  *well.to-do*;  *hasten to say*.

EXERCISE 3.

	Against		Fused, confused		Quality
	Answer		Hospital		Quarter
	Bag, beg, big		Host-s-ess		Question
	Becomes, because, books		Important-ce		Remark-able
	Best		Judge		Request
	Box		Just, just as		Several
	Ceased, seized		Justice		Single-ular
	Caused, cost		Knowledge		Speak-s
	Consequence		Last, lest		Stamp
	Deceased, diseased		Least, lost		Supply-ied
	Disguised		Make		Thing
	Disgust		Member, remember		Think
	Employ		Most, must		Think there (their)
	Enquire		Neglect, negligence		Walk
	Exchange		Next		West
	Experience		Passed, past		Within
	Fast, feast		Possible, impossible		Work
	First		Qualify		Yesterday

¹ The form , standing alone, is kept for *forced* ; in phrasing it may be used for *fast* : as fast as.

² Note that the downward portion is thickened.

³ In combination with a preceding sign, the forms and are interchangeable : something ; he thinks.

⁴ In phrasing, the circle may be used instead of the loop : must be ; next thing.

⁵ With the pronouns *I*, *you*, *he*, the loop can be joined to the stem sign :— *I speak*, *you speak*, *he speak-s*. (No clash need be feared between *he speaks* and *experience*)

EXERCISE 3 (Continued)

Put into longhand :—

Put into shorthand :—

I remember the day of the races. There is no saying what Mrs. Woods would do. They will be asking for the cost of the boxes next. I employ a number of vessels on the coast. Take this beast away, will you. This is the last thing you need to do to-day. Were you with sister Susan yesterday. How much money do I owe you. Have you any knowledge of the licensing laws. By this I suppose you will be with the hostess of the house. I saw Messrs. Hayes and Hughes, and they said they would supply you with the necessary bags of maize, best quality, as you request. I see you speak only of the highest possible form of service. The consequence was this. The question is this. As I walk east to west my experience is singular and remarkable. We shall answer every question you choose to ask. Why ask me to do the impossible. Enquire of James Wilson what he thinks will be the cost of stamping these castings. She was disguised as a Swiss Jewess. Give Miss Isbister what she asks for.

CHAPTER IV.

INITIAL HOOKS.

The main characters in our Alphabet take initial and final hooks.

We deal in this chapter with initial hooks.

A straight stroke will take a small and a large hook on *each* side. Example: — — — —

A curved stroke will take a small and a large hook, only *inside* the curve. Example: ~ ~ It is not practicable to have the hook *outside* the curve. Example: ~ ~

The letter added by the hook is read *after* the stem to which it is attached.

The following is a table of the initial hooks.

CONSONANTS AND CONSONANT GROUPS.


Letter.	Addition made by Hook.		Letter.	Addition made by Hook.		Letter.	Addition made by Hook.	
	R.	L.		R.	L.		R.	L.
⧵ B	⧵	⧵	⧹ L	⧹	⧹	⧵ V	⧵	⧵
⧻ D	⧻	⧻	⧷ M	⧷	⧷	⧵ W	⧵	⧵
⧵ F	⧵	⧵	⧵ N	⧵	⧵	⧷ Y		
⧷ G	⧷	⧷	⧵ P	⧵	⧵	⧵ CH	⧵	⧵
⧹ J	⧹	⧹	⧷ R	⧷	⧷	⧷ TH	⧷	⧷
⧵ K	⧵	⧵	⧷ T	⧷	⧷			

VOWELS AND VOWEL GROUPS.

Letter.	Addition made by Hook.			
	R.	L.	M.	K or G.
⧹ A	⧹	⧹	⧹	⧹
— A	⧹	⧹	⧹	⧹
— E	⧹	⧹	⧹	⧹
⧻ I	⧻	⧻	⧻	⧻
⧻ I	⧻	⧻	⧻	⧻
⧹ O	⧹	⧹	⧹	⧹
⧹ OO	⧹	⧹	⧹	⧹
⧻ U	⧻	⧻	⧻	⧻
⧻ OW	⧻	⧻	⧻	⧻

EXERCISE 4.

Accompany	Feel, fell	Perfect (adj.)
Accomplish	Fellow	Perhaps
Affair	Fill	Please
All. always	Final	Propose
Am	Firm-er	Purpose
Appeal	Flow, folio, follow	Real
Appear	Form-er	Require
Belief-ve	From	Similar
Bring	Full	Solicitor
Call	Glad	Strength
Came	Grow-th	Tell, 'till, told
Campbell	Him, imagine	Temple
Care	I am	Them
Commerce-cial	Lord	True-th
Common-s	Martial-shall-l	Very, very much
Dear, during	More	War-fare
Fall	Near, nor	Week
Farm-er	Occur	Your, you are

*For the preposition or conjunction. For the noun or verb, write .

EXERCISE 4 (Continued).

Put into longhand :—

E E V V . y y f f r r e e
 E . } } p p s s u u v v e e n
 n s s e e p p r r i i f f
 f r r y y e e r r e e l l h h e e
 e h h v v o o t t h h e e
 e x x b b x x h h n n e e e
 s s u u x x p p e e e e x x y y
 r r e e x x e e p p e e e e p p
 e e p p . y y v v x x i i j j a a x x
 n n v v y y x x u u p p e e e e x x p p
 y y x x p p x x i i u u p p e e e e . f f
 e e e e x x p p e e e e x x y y . e e x x
 n n e e e e e e e e x x e e e e e e " e
 . y y e e x x e e d d x x " e e e e x x
 " e e e e e e " y y e e e e x x r r)
 e e i i y y . z z h h } p p e e x x

EXERCISE 4 (Continued).

Put into shorthand :—




Hake, awake, gum, bile, furs, fails, bower, slack, till (noun), snare, fork, core, corps, echo, bar, bear, dyer, time, fewer, queer, home, higher, lore, sailor, grouse, tracing, locker, frame, blouse, three, nervous, Jenner, kennel, broom, outer, treacle, copper, crossings, hedger, teacher, pitcher, noble, cradle, arresting, lime, stretcher, striker, prowl, brim, blusters, praise, trifle, finer.





What do they care how much the poor fellow suffers. Is what she is saying true. What trash Baker talks. You shall have a free passage supplied. Can I rely on Mr. Marshall. I must request you first of all to pull the nearest lever please. His behaviour and demeanour yesterday were awful. I will call on you on my way to Bicester where we can exchange experiences. This is the consequence of your negligence. Knowledge is power. He seems to think he will never reach the upper form. He believes without very much thinking. My experience of his singing is quite small. You must take care you neglect no single form, because you will have to answer to him for every little thing and he will trace the very smallest error or flaw. You must produce the ledger and show me the quality of your work from the first folio to the last. I think your past experience is such as to justify my taking the horse on trial as you request. I was very glad to hear from you. You can solve this problem without my aid. You are a perfect nuisance.

CHAPTER V.

FINAL HOOKS.




















































In analogy with the initial hooks given in Chap. IV.

A straight stroke will take a small and a large final hook on *each* side. Example:—   














































A curved stroke will take a small and a large final hook, only *inside* the curve. Example:   Again it will be obvious that it would not be practicable to write  

The following is a Table of the final hooks.





















































CONSONANTS AND CONSONANT GROUPS.

Letter.	Addition made by Hook		Letter.	Addition made by Hook	
	N.	Shon.		N.	Shon.
 B			 P		
 D			 R		
 F			 T		
 G			 V		
 J			 W		
 K			 Y		
 L			 CH		
 M			 TH		
 N					

VOWELS AND VOWEL GROUPS.

Letter.	Addition made by Hook.				Letter.	Addition made by Hook.			
	N.	For V	For B	Shon		N	For V	For B	Shon
 A					 O				
 A					 OO				
 E					 U				
 I					 OW				
 I									

EXERCISE 5.

 Able	 Equip-ment	 Position, possession
 Acquire	 Even, ever	 Probable
 Act-ual	 Exist-ence	 Proof-ve
 Amalgamate- ion	 Explain ation	 Public- ation, sher
 Apply-ication	 Fear-ful	 Quantity-tative
 Arrange-ment	 Happen	 Recognise-ition
 Arrive-al	 I (you) believe	 Regular- te-ation
 Assist-ant-ance	 I have, who have, you have	 Repair, reply
 At all, at once	 Known	 Simple-ify- ication
 Bank-er	 Language	 Spoke-n
 Began, begin, begun	 Man-age- er-ment	 Subject-ion
 Belong	 None, non	 Terrible
 Champagne	 Oblige-ation	 Unless
 Claim	 Occasion	 Value-able-ation
 Distinct- ion-ive	 Occupy-ation	 Water, what are
 Distinguish	 One, when	 When-ever
 Down	 People	 Woman, women
 Economic-al	 Plain, plane	

EXERCISE 5 (Continued).

Put into longhand :—

. 2 0 \ 3 6 2 . ~ (2 3 4
 1 3 , 2 1 2 6 x 3 2 3 0 ~ " 2
 3 2 1 2 3 " 1 2 1 1 - 2 x (2)
 2 { 1 2 3 2 } 2 x 1 2 1 2 3 { 1
 2 (2 x 2 3 1) x 2 ~ x 1 2 1 /
 2 6 x 2 3 2 1) 2 x 1 . 2 2
 2 2 x 2 1 2 2 2 2 ~ 2 ~
 2 x 2 0 2 2 2 2 2 2 . 2 x -
 2 2 2 ~ 2 x 2 2 2 2 2 2 2
 2 2 x 2 2 2 2 2 x 2 2 2 2
 - 2 2 2 x 1 2 2 2 2 2 2 2
 2 x 2 2 2 2 - 2 2 2 2
 2 . 2 2 2 2 x 2 2 2 2
 2 x 2 2 2 2 2 2 2 2 2 x
 2 2 2 2 2 x 2 2 2 2 x
 2 2 2 2 ~ 2 2 2 2 2 2 2
 2 x 1 2 2 2 2 2 2 2 2 2
 2 2 2 2 2 2 2 x

EXERCISE 5 (Continued).

Put into shorthand:—



























I speak plainly and from experience. Perhaps we can come to terms for me to stay on till the first Tuesday or Wednesday in June; this will give three or four weeks to enable you to make the final arrangements for the autumn season. Unless he neglects his work you believe he will keep the job. Like Othello's, his occupation is gone. His claim runs into many columns; he has shown me a tremendous array of figures; they seem to have no termination. I think their new publishers will manage to make a success of the work. We have to recognise the claim of the bank to a first charge on the premiums. This man was even worse off than his fellows. Possession of the premises can be given at once, subject to your discharging the claim of the bankers. There is the same notion of his own importance running all through his communications. This occasion, though a simple one, will be memorable. Mr. Crane will run down and see Doris on the subject of the probable value of such things as she claims to be her personal belongings. My final submission is this. How does he occupy his new position. He will begin to know how these things come to happen. I have given you all the proofs I have. We recognise the truth of the replies you make, but all our workpeople are Unionists and we have to observe the regulations they lay down. Just take down this list of repairs and inform the manager they are most important and pressing. He has grown out of all recognition. His explanation of his management of the commercial position since the amalgamation was quite simple. We are very pressed for time just now. When are the assistants you promised us likely to arrive in Birmingham.

CHAPTER VI.











NOTE on the CIRCLES and LOOPS with
HOOKED LETTERS.




The method of attaching the circle *s* and the loops to hooked characters is shown as follows:—



VOWELS (*i* taken as example):—

 *ir*;  *sir*;  *stir*;  *spir*.
 *il*;  *sil*.
 *im*;  *sim*.
 *ik*;  *sik*.
 *in*;  *ins*;  *inst*;  *insp*;  *instr*;  *inspr*.
 *if*;  *ifs*.
 *ip*;  *ips*;  *ipst*;  *ipstr*.
 *i-shon*;  *i-shons*;  *i-shonst*;  *i-shonstr*.






































CONSONANTS (*b* taken as example):—

 *br*;  *sbr*.
 *bl*;  *sbl*.
 *bn*;  *bns*.
 *b-shon*;  *b-shons*;  *b-shonst*;  *b-shonstr*.

Between two strokes forming an angle the circle represents only *s*. Example:  *isa*, not *insa*. Between two strokes in the same direction the second is simply added after reading the circle. Example:  *asa*;  *ansa*.

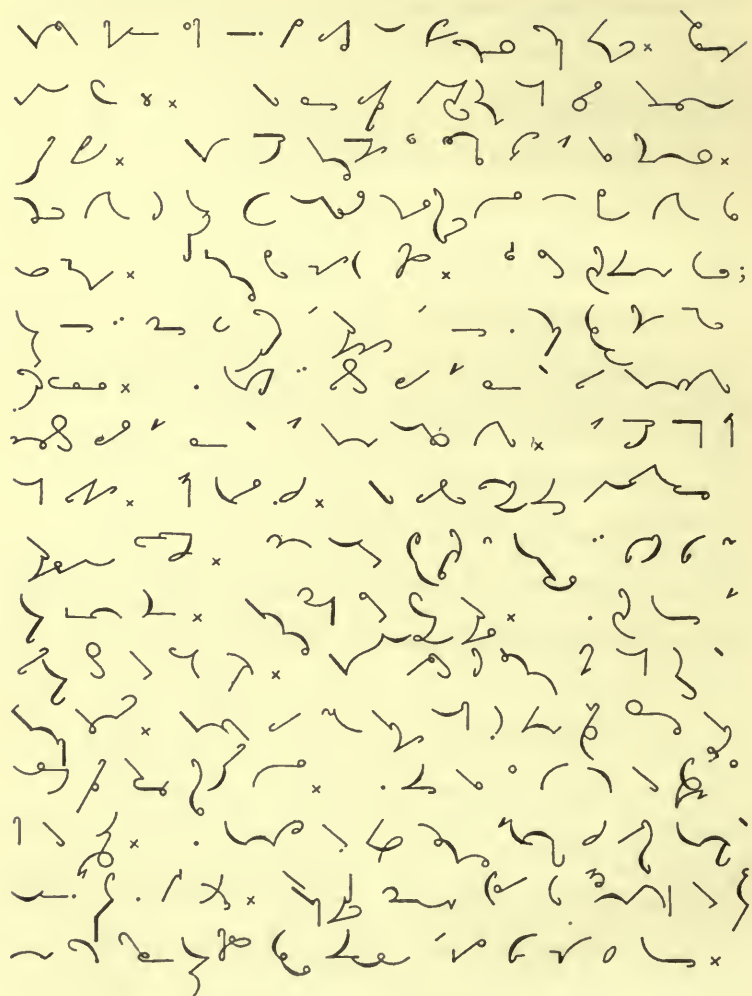
The large circle *ss* or *sh* can be used with none of the hooks except the *r* and *n* hooks to the vowels. Example:
 *sher*;  *ansh*.

EXERCISE 6.

	Accord-ing-to instructions		Influence-tial.
	According to our, your, i.		Instruct-ion
	All I can say is		Master-y-ly-ful
	All of a sudden		Maximum, minimum
	All said and done		Minister-ry-ial
	Consider-able-ation		Misery-able
	Defendant, plaintiff		Mortgage-ee-or
	Department, Govt. d.,		Mystery-ious
	Issue d., your own d.		On the whole
	Expect-ation		Penal servitude, ^{5 years} p.s.
	First, at f., the f., the f. time		Post-age, p. stamp
	For example, instance		Repeal, repel
	House of Commons, Lords		Revelation-ulsion
	If a-the-so		Revolution
	If possible, you will		Self, himself, ^{myself,} yourself
	If (or in) your, you are		Selves, ^{ourselves,} themselves, yourselves
	In a-all-the		Wear, w. and tear
	In accord-ance-with		
	In (the) course of		
	In so far as, in reply to		

EXERCISE 6 (Continued).

Put into longhand:—



EXERCISE 6 (Continued).

Put into shorthand :—

In accordance with your instructions I will manage somehow to go tomorrow and see the minister of the Congregational Church, Mr. Browning, who occupies a very influential position in the parish. We shall see much trouble for ourselves if we even appear to acknowledge the justice of his claim. What are we to say to a person who will tell such terrible tales without taking the smallest trouble to ascertain their truth or falseness. He has a mortgage on the farm and is always in fearful trouble with the mortgagor; perhaps he wishes he had never become mortgagee. You have only to thank yourselves for all this bother. I think he will fill the post very well. We shall of course prepay the postage. He has a fine collection of rare foreign postage stamps for sale, or he would be disposed to exchange.

Dear Sir. Repairs to Bonner Lodge, Epsom. In reply to yours of the 4th instant, all I can say is this. The first time I wrote to you on this subject I told you the rainwater tank was almost tumbling down and the stables were in a terrible condition of neglect. I have also told you from time to time of the trouble there has been with the overflow of surface drainage owing to the failure of some of the waste water pipes. Several repairs are also necessary to the roof, which is quite unsafe. Many things require to be seen to in the house. I may mention, for example, walls replastering; some of the floors renewing; hearth tiles relaying, and so forth. Perhaps you will accompany me on the next occasion I propose to visit the place, which will be on Thursday, some time in the middle of the day. Can you see me, Waterloo Station, down line, say 6 o'clock? If so, ring me up on the 'phone. Yours faithfully. Frank Bloomer.

CHAPTER VII.

SHORTENING.

A vowel or consonant stroke, reduced to half its size, is read as having added to it *t* or *d*. Example: \backslash *i*; \backslash *it(d)*;
 \backslash *b*; \backslash *bt(d)*.

If the stroke be hooked, the added *t* or *d* is read after the letter expressed by the hook. Example: \smile *int*; \smile *ilnt*;
 \smile *drt*; \smile *drnt*.

S or *st* is read after the letter added by halving. Example:
 \smile *its*; \smile *ints*; \smile *brnts*; \smile *intst*.

The characters \smile *aw* and \smile *oi*, following a shortened letter, should be read before the *t* or *d*. Example:
 \smile *thought*; \smile *abroad*; \smile *void*.


















A half-sized character must not be joined to another letter if the individuality of the outline would thereby be lost. In such instances the outline must be broken up. Example: \smile *lightness*; \smile *fitness*. Similarly, it is sometimes advisable to disjoin the *l* for the termination *ly*. Example: \smile *openly*;
 \smile *evenly*. Also write \smile *withhold*, &c.






















EXERCISE 6A.






















We set this as a short Supplementary Exercise, in order that the student may now test for himself whether he is becoming sufficiently interested to "develop his own abilities" (see p. 3). The following words illustrate the use of the principle of Shortening:—







Site (sight), rugged, consigned, mad, crowd, lounged, explicit, flint, grind, disturbed, distribute, pervert, riot, tapped, comet, gazette, climate, clot, cleaned, child, childhood, chat, banned, bitumen, bind, naught, provoked, short, trembled, treat, offend, night, found, erotic, erratic, eminent, emetic, boiled, conceit, capitulate, saturate, solved, pliant, poached, lanced, heart-ache, eluded, emigrate, held, board, Levant, haphazard.

EXERCISE 7.

 Accept-^{ance}able
 Acciden-^{ation}tal
 Account-^{ant}able
 Achieve-^{ment}ment
 Adapt-^{ation}able
 Adopt-ion
 Advantage-^{eous}eous
 Affidavit
 Amount-^{amend-ment}ment
 Argue (are you)
 Argument (are you not)
 At all-^{events}times
 At any rate
 'Could,
 Date, ^{debt,} ^{deed}
 Deduct-ion,
 detect-ion

 Differ-^{ent}ce
 Difficult-y
 Direct-ion
 Doubt (did)
 Downwards,
 outwards
 Effect, fact
 Equity-able
 Exact-ly-
 tion
 Exceed-^{ing}ly
 Except-ion
 Execute-ion
 Expand-^{sion}ive
 Expend-^{se}sive
 Expert,
 export
 Gradual,
 great-ly
 Hard-ly,
 heart-ily

 'Hundred
 I do not-
 did not
 Late-ly,
 little
 Metal, ^{middle} ^{model}
 Persecute-
 tion
 'Present
 Product-ion
 Prosecute-
 tion
 Protect-ion
 Pursue
 Quiet
 Regard,
 regret
 Send, sent
 () That
 World-
 without end

- 1 In phrasing, write  I can,  I could Invariably join
 you can never join you could
 2 This is for the word *hundred*. Figures are dealt with generally in Chapter XII
 3 For the verb, use  for the noun, singular, and the
 adjective,  for the noun, plural,  x

EXERCISE 7 (Continued).





Put into shorthand:—





I must ask you, if not for the final balance, at any rate for a substantial payment on account. Any extra expense that you may be put to I will at once refund. They must be forced to make amends. He is bound to be well up in reading, writing and arithmetic. "Wherefore doth a man complain for the punishment of his sins." "He only is independent who can maintain himself by his own exertions." "He can never speak well who knows not how to hold his peace." "How oft the sight of means to do ill deeds makes ill deeds done." "Many a man is the architect of his own fortune, but never gets money enough to build." "There is a tide in the affairs of men which taken at the flood leads on to fortune." "Satire's my weapon, but I'm too discreet to run a muck and tilt at all I meet." "Pleasures are like liquors; they must be drunk but in small glasses." Present the mortgage at Somerset House and see to the stamping. Mind to put on the correct postage stamps. Know all men by these presents. The general trend of prices for all kinds of articles in this market is downward. "Who steals my purse steals trash.....but he that filches from me my good name robs me of that which not enriches him and makes me poor indeed." There was a considerable concourse of people, running into many hundreds. "Vengeance is Mine, saith the Lord." Such things are often done by some amicable arrangement. "We must be free or die, who speak the tongue that Shakespeare spake, the faith and morals hold which Milton held."

CHAPTER VIII.





TICK FOR OBSCURE VOWEL.

A very large number of words end in what may be described as an obscure vowel. Example: *y* (party), *ee* (coffee), *ie* (Sophie), &c. This may be expressed by a tick, thus:—







 *lady*;  *easy*;  *considerably*;  *fearfully*. (See also the instances given in Ex. 6 and 7).

The tick may be employed medially:  *ladyship*;  *sentiment*;  *busily*;  *intimate*.




PAST TENSE.

The past tense of verbs may frequently be expressed by a tick:  *attended*;  *experienced*;  *landed*;  *tended*. The writer need have no fear of clashing *attended* and *attend the*, &c.

The past tense of a verb ending in a half-length vowel stroke is best represented by a dot after the present tense verb:


 *treat-ed*;  *seat-ed*;  *fate-d*. The same device is adopted with a few outlines such as  *remember-ed*;  *box-ed*; ( *boxing*).



THE ASPIRATE.







The reason of the last mentioned device for the past tense is that in rapid writing there would not be sufficient distinction between (say)  *send*, and  *seated*. Similarly, the small letter *h*, used before a vowel stroke, requires safeguarding to avoid clashing with the *l* hook. Accordingly we use the dot, preceding a vowel stroke, to denote the aspirate;  *handle*;








 *hit*.





VOWELS SEPARATELY WRITTEN.

Occasionally the writing of a necessary vowel in its proper order in a word would lead to an unwieldy outline. To avoid this the consonant outline may be first written, and the vowel then indicated by placing the sign (reduced in size) close to the consonant before which it is to be read:  *dubious*;



 *daub*;  *punt*.

On much the same principle, a number of valuable phrasings will occur to the writer. Examples:  *take.n into consideration*,  *taking into consideration*;  *come to the conclusion*,  *coming to the conclusion*;  *sum up*,  *summing-up*.





A vowel may be struck through a consonant initially hooked:  *regale*;  *Norman*;  *told*; or placed (shortened) within the large circle to distinguish *ss* from *sh*:  *gash*,  *gasses*;  *bush*,  *busses*.

In the very rare cases where context does not sufficiently distinguish between *gentleman* and *gentlemen*, *God* and *good*, a vowel should be inserted. Thus, if an illiterate speaker says "*The gentlemen was there*," write  . "*It is said it was for my good*." *God! my good*," write   ;  .

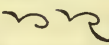

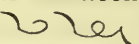


YR sound.

In such words as *pannier*, *collier*, utilize the obscure-vowel tick followed by *r*:  

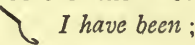
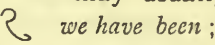
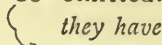

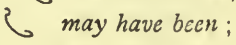

S and Z sounds.

Very rarely indeed it is necessary to distinguish these sounds. Write  *price*,  *prize*, &c; but  *priced*,  *prized*.

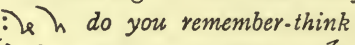
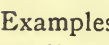
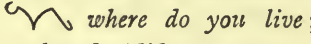
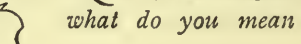
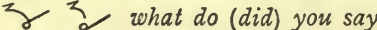
SHON followed by ER

Outlines such as  *petition-er*,  *ablution-er*, present no difficulty. In a few words the *shon* hook will not conveniently take the addition of *r*. Write  *pension-er*;  *station-er*;  *practitioner*, &c.

Omission of HAVE before BEEN.

Have before the word *been* may usually be omitted.
 Examples:  *I have been*;  *we have been*;  *they have been*;  *that have been*;  *may have been*; the phrase *you have been* is best written 

Omission of YOU.





















































You following *do* or *did* may usually be omitted.
 Examples:  *do you remember-think*;  *do you imagine-recollect*;  *where do you live*;  *what do you mean*;  *what do (did) you say*.



EXERCISE 7A.



Here is another short Supplementary Exercise. Try to build workable outlines for these words, testing and checking the result by the Key:—

Altitude, vaccination, horsemanship, despoticism, consequential, vaunt-ed, latitude-inarian, mismanagement, ventilate-ion, guarantee-or, beetle, adjust-ed-ment, dawn, exploit, outsail, outset, valuable security, complete-ion, compel-pulsion, pertinent, abscond, for ever-and-ever, atmosphere-ic, five or six, six or seven, calamity, narrate-ion-ive, moustache, counting-house, beyond, all over the place-shop-world, verbatim, bronchitis, append-ix-icitis, appoint, forget, never forget.

EXERCISE 8.

  Act of Bank'cy, Parl't	  Indigent-ence
  Conciliation A., Army A.	  Indulge-nt-nce, intelligent-ce
  Consolidation A., Defence of the Realm A.	 Is there not
  Article, reticule, ridicule	 Just as well as, much-as.
  Assure-ance, insure-ance	 Mediate-ion
  A. policy, i. policy	 Meditate-ion
  Policy of a., policy of i.	 Police -man-men
  Authority, Local A., lawful a.	 P. constable, court, station
  Bank of England-note	 Proceed-ed-s
  J.S.B., L.J.C.M.B.	 Proceedings, legal p.
  Best of all-it	 Chancery p., Criminal p.
  Bring-brought-into force	 Judicial p., take p.
 'Company	 Profit-able-eer
  For my part-the most part	 Serg(j)eant, surgeon
  Husband and wife, her h., my h., your h.	 Stationary-ery
 I cannot help-thinking	 Step by step
 In company-with	 Take (taken, took) for granted
 In connection, conjunction-with	 United Kingdom-States- of America

* In writing firm-names, use *k* close up or intersected for *Company* or *and Company*:  John Brown & Co.;  Tree & Co.;

 The Jewel Pen Co.;  Water Co.

EXERCISE 8 (Continued).

Put into shorthand:—

1. EXTRACTS FROM NOTES IN A CIVIL TRIAL.

Q. I think the plaintiff and the defendant had a conversation in your presence in May last? (A). Yes, that is so.

Q. It was a general talk, I think, about their business relations and the proposals which the defendant could put forward to gradually liquidate his indebtedness to Mr. Compton? (A). That is about what it comes to.

Q. Was the assignment of the Life Assurance policy on Mrs. Gaylor's life and of the shares in the Foresters' Mutual Benefit Society a topic of conversation at all? (A). Both those subjects came up.

Q. I do not want a long story from you, as we shall get their version from the two parties themselves, but tell me this. Eventually were the disputes outstanding in the action practically settled, when unfortunately the two men came to loggerheads over what one would have thought to be the simplest thing of all—the question of who should pay the costs. The amount at that stage could not have been a very large one, but Mr. Gaylor absolutely declined to pay or even contribute towards the plaintiff's costs? (A). Yes, he became very excited and violent, and tore up the draft bill of costs which Compton produced.

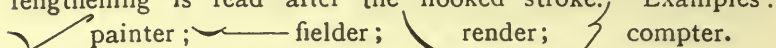
2. EXTRACTS FROM A SUMMING-UP, OLD BAILEY.

Gentlemen, there are one or two small points which I think it is perhaps desirable to take this opportunity of saying a word or two upon. In the course of the opening of the case by Mr. Muir on Wednesday, in referring to the charges set out in the Indictment he made use of some observations from which you might be led to infer that you would have to deal with certain cases which are not charged at all in this Indictment, and I then told Mr. Muir that when I came to sum up I should caution you that, so far as you are concerned, the cases you have to deal with are simply the cases in the Indictment. Now, a good deal has been said by Mr. Roche and Mr. Murphy as to the way the defendant was arrested. He was arrested on a warrant, and it is said by both the learned Counsel that that was a harsh proceeding and that he ought to have been proceeded against by summons.

CHAPTER IX.

LENGTHENING.


A vowel or consonant stroke (with or without hooks attached), if made at least twice the normal length, takes the addition of *tr*, *dr*, *thr*, *pr*, *br*, *gr*, or *kr*.


If the original stem bears a hook, the addition by lengthening is read after the hooked stroke. Examples:


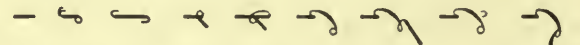
Exception to this rule is allowed in a few words such as *children*, where the outline, read strictly, *chln dr*, would not spell a word.


Aw, *oi*, joined to a lengthened curved letter, is read before the lengthening addition: *loiter*; *pauper*.


GENERAL PHRASE-FORMS (1).

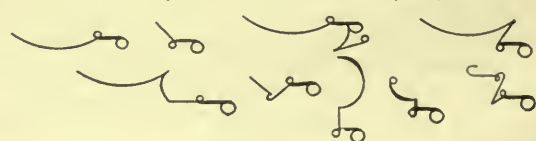
After: 

As: 

At: 

At the: 

Bill: 

Circumstances 

EXERCISE 9.

	Agree-ment		Months:
	Alter (all there,) alteration		Jan'y, Feb'ry, ^{March,} April
	Altogether, together		May, June, July, Aug.
	Another, apparent (apprehend)		Sept., Oct., Nov., Dec.
	Appropriate-ion		¹ Morning
	Debtor, do their		Nature, under
	Determine, diagram		Operate-ion
	Empire, emperor, imperial		Other-wise, utter
	Farther, further		Prepare-ation
	Father, for there-their		Programme, proper-ty
	Ladder, later		Proportion-ed-ate
	Latter, Letter		² Reader, writer
	Matter, material		Separate-tion
			Stockbroker, stockjobber
			Superior-ity, ^{supersede,} ^{surprise}

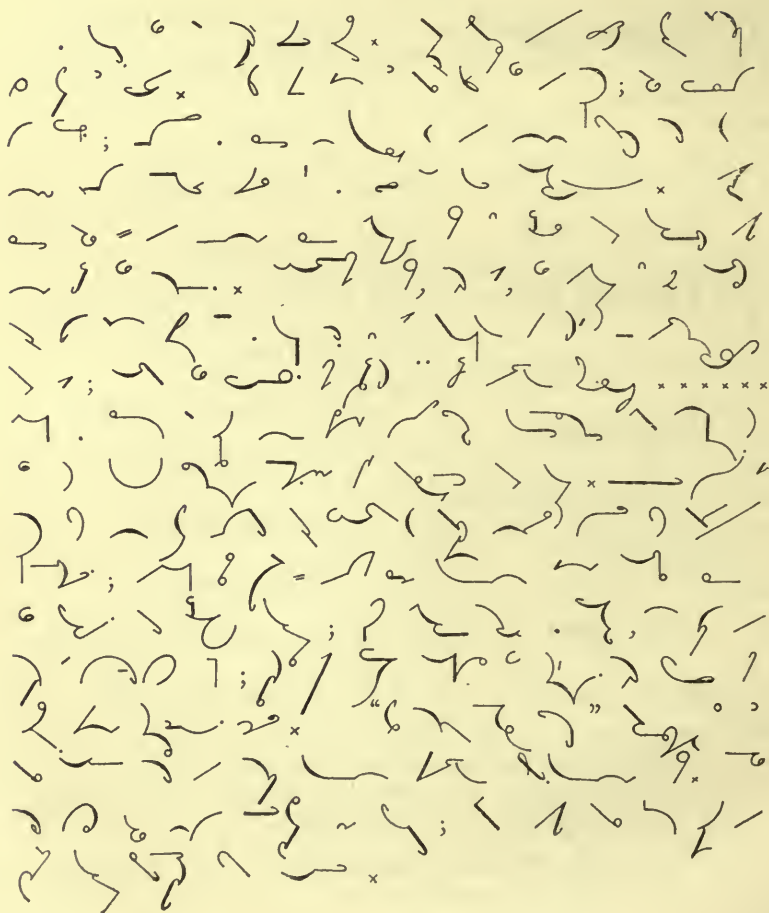
¹ In phrasing, the dot usually suffices: this m.; that m.;
 in the m.; Monday m. (and so with the other
days of the week); o'clock in the m.

² This is when the words stand alone, but, Shorthand
writer; Writer to the Signet.

EXERCISE 9 (Continued).

Put into longhand:—

FROM "LAVENGRO," BY GEORGE BORROW.



EXERCISE 9 (Continued).

Put into shorthand:—

(1). EXTRACTS FROM NOTES OF SEDDON TRIAL AT OLD BAILEY, 1912.

Q. You have told us you would not expect her to live 21 years? A. Yes, she would not be a life that I would recommend to an Insurance Company to accept.

Q. I should like to know, if the ordinary expectation of her life was 21 years—the life of a woman of that age—and you thought, as you have told us, it was going to be less than that, what sort of a view did you form in your own mind about it? A. I could not say; I could not tell how long the woman was going to live.

Q. But some years less? A. I have known people in consumption, for example, out-live healthy people. As the old saying is, a creaky gate hangs a long time.









Q. During the whole time that she was at your house how often were you in her room? Take first of all the period before the 1st August when she was taken ill? A. I never went up into Miss Barrow's room excepting I had occasion as the landlord of the house to go, whenever she had repairs she wanted to do, when she complained of whitening falling off the ceiling and that sort of thing.







(2). CORRESPONDENCE.












309 Tremayne Road, Leicester, 12th September, 1917.
Gentlemen. We have been expecting to hear from you for some time relative to your indebtedness to this Company. We are aware of the general tightness of money in these times, but we cannot allow the matter to run along indefinitely, at any rate on the basis of the present security. We would be willing to take a bill at three months, provided you can get it endorsed by some responsible party. Or perhaps you would prefer to arrange with your mortgagees to release, so that it may be returned to us, the electrical apparatus we put up in your premises in the middle of March last. If this latter suggestion commends itself to you, we would urge you to communicate with the mortgagees immediately. We are determined to have this business put upon a safe footing. Yours faithfully, The Charles Phelps Co.











CHAPTER X




PREFIXES AND SUFFIXES.

SELF, CIRCUM. These prefixes may be represented by *s* written close to the succeeding outline. Examples:  *circum-*vent;  *self-*control;  *circum-*ference;  *self-*command;  *self-*evident. Similarly with *self* as a suffix:  *thysel*f,  *one's self*. [Separately, *self* is written .

MAGN. The prefixes *magna*, *magne*, *magni*, may be represented by a small *m* written close to the succeeding outline. Examples:  *magnanimous-*ity;  *magnificent*;  *magnify*;  *magnitude*;  *magnet-*ic-ism;  *magnesium*.









ALITY, &c. Note the following examples:  *familiarity*;  *formality*;  *sincerity*;  *generality*;  *majority*,  *impossibility*;  *utility*;  *ability* (or *ably*);  *facility*;  *pliability*;  *flexibility*.

OGRAPHY, OLOGY. Indicate *ography* by , *ology* by , intersected or written close up. Examples:  *biology-*ist;  *biography*;  *geology-*ist;  *geography*;  *physiology*;  *physiography*;  *theology-*ical;  *zoology*.






LESSNESS. For this termination, write *o*. Examples:  *carelessness*;  *fearlessness*;  *thoughtlessness*.






SHIRE (see page 45 under Place and Personal Names).

ADDITIONAL DEVICE FOR WR.

The *shon* hook may be adopted as covering also the consonant group *wr*. In colloquial phrases this provides a valuable representation of *were* or *aware*. Examples:  *are you aware*;  *if I were*;  *I am aware*;  *you were*;  *if you were*;  *if he were*;  *who were*;  *they were*.

The lengthening principle may be used with this device.

Examples:  *you were there*;  *who were there*;  *if I were there*;  *if you were there*;  *they were there*.

The word *wire* may be expressed in the same manner. Examples:  *by wire*;  *by wireless*;  *we have your wire*;  *will you wire*;  *your wire received*.

FIGURES.

The writer will do well, as a general rule, to stick to the ordinary Arabic numerals. Occasionally, as has been shewn in some of our Exercises, the shorthand characters come in with such phrases as *one or two, three or four*, &c; but, for the reporting of matter abounding in figures, shorthand can give little help. Exercise 11 on pages 46 and 47, gives practically all that the author considers safe in the way of dealing with groups of figures, round sums, fractions, and so forth.

EXERCISE 10.

GENERAL PHRASE-FORMS (2).

Put into longhand :—

By:

Correspondence; commencement of letters:

Correspondence; conclusion of letters:

From:

Mind:

Minute:

Street, road (following place-names):

Time:

You, your:

EXERCISE 10 (Continued).

Put into longhand :—

(FROM SIR E. MARSHALL-HALL'S SPEECH FOR THE DEFENCE
IN THE SEDDON TRIAL, 1912).

Handwritten musical notation on a single staff, consisting of a series of notes and rests, likely representing a melody. The notation is dense and fills the page.

EXERCISE 10 (*Continued*).

Put into shorthand:—

FROM LAVENGRO (concluded from Ex. 9).

“He must be drowned! He must be drowned!” I almost shrieked, and dropped the book. I soon snatched it up again, and now my eye lighted upon a third picture; again a shore, but what a sweet and lovely one, and how I wished to be treading it; there were beautiful shells lying on the smooth white sand; some were empty like those I had occasionally seen on marble mantelpieces, but out of others peered the heads and bodies of wondrous crayfish; a wood of thick green trees skirted the beach and partly shaded it from the rays of the sun, which shone hot above, while blue waves slightly crested with foam were gently curling against it; there was a human figure upon the beach, wild and uncouth, clad in the skins of animals, with a huge cap on his head, a hatchet at his girdle, and in his hand a gun; his feet and legs were bare; he stood in an attitude of horror and surprise; his body was bent far back, and his eyes, which seemed starting out of his head, were fixed upon a mark on the sand—a large distinct mark—a human footprint!

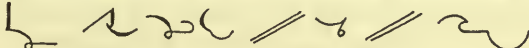
Reader, is it necessary to name the book which now stood open in my hand, and whose very prints, feeble expounders of its wondrous lines, had produced within me emotions strange and novel? Scarcely, for it was a book which has exerted over the minds of Englishmen an influence certainly greater than any other of modern times, which has been in most people's hands, and with the contents of which even those who cannot read are to a certain extent acquainted; a book from which the most luxuriant and fertile of our modern prose writers have drunk inspiration; a book, moreover, to which, from the hardy deeds which it narrates, and the spirit of strange and romantic enterprise which it tends to awaken, England owes many of her astonishing discoveries both by sea and land, and no inconsiderable part of her naval glory.

Hail to thee, spirit of De Foe! What does not my own poor self owe to thee? England has better bards than either Greece or Rome, yet I could spare them easier far than De Foe, ‘unabashed De Foe,’ as the hunchbacked rhymist styled him.

CHAPTER XI.

REPEAT MARK.

The repetition of a group of words may be indicated by two parallel lines close together, written upwards, as in the following


Examples: 

"How does he account for possession of the money; how does he account for possession of the notes; how does he account for possession of the cheque book."



"Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report." (Philippians, iv. 8).

In reporting evidence in a Court of Law, this device may be safely trusted to carry with it obvious alterations in pronouns.

Example: 



"Q. You saw me within an hour or two of my leaving you?—




A. I saw you within an hour or two of your leaving me."

PLACE AND PERSONAL NAMES.

In shorthand work of any description the dealing with place names and personal names presents very worrying difficulties. There are difficulties of hearing—it is hardly possible to distinguish *Claydon* from *Clayden*; difficulties of spelling—some names have for their single syllable five or more variations (the great family of the Smiths is a good illustration); you may mortally offend Mr. *Beauchamp* by spelling his name *Beecham*, or Madame *Coghlan* by writing her down as *Colan*. And there are places and persons


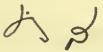

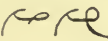




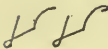










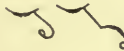








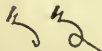



whose names, uttered glibly by speakers familiar with them, yield shorthand outlines which it is impossible to write at length. (Not to speak of cases such as that little place in Anglesey with the terrible title of *Llanfairpwllgwyngyllcogerychwyrndrobwl-lland-isiliogogogoch*, or that individual in the Book of Isaiah (whose name had to be written with a man's pen!)—*Mahershalalhashbaz*; these are nightmares which need not trouble our waking hours). A few general words of guidance will not be out of place.

As to spelling, we would adapt a homely maxim: Take care of the Smiths and Browns, and the Belvoirs and Myerscoughs will take care of themselves; at least, this will bring you less trouble, because there are more { and } than  and . But no transcript should be furnished before exhausting every means of verifying spelling

As to shorthand outlines, the extent and manner of abbreviation depend upon the particular business in which the writer of the system is engaged. The reporter or the professional shorthand writer, who knows not from one day to the next what subject-matter he may have to deal with, will be content with his equipment for names known to him; others he will write in full, at any rate at first hearing; if a particular name is recurring, he will gradually build down, as it were, to the shortest safe abbreviation. (In this way, for example, the author travelled from , via , to ). In office work, greater latitude can be allowed the writer. Just as the clerk to a Solicitor will get accustomed to phrases that would be meaningless to the clerk to an Engineer or Builder, so there will be used in each and every office a great number of place names and personal names which, recurring daily and hourly, can be shortened to outlines that would not be safe in general practice.

In the following list we give a few *examples* of how to get round awkward corners.

LIST OF NAMES.

	Aberdeen		King's Lynn, Kingswood
	Abergavenny		Lancaster-shire
	Albert, Alfred		Lincoln-shire
	Amsterdam		Liverpool
	Australia-n		Middlesex
	Austria-n		Newcastle-on-Tyne
	Cambridge-shire		Newcastle-under-Lyme
	Canada-ian		Northampton-shire
	Cricklewood		Northumberland
	Edinburgh		Philps, Philips
	Hampshire		Rickmansworth
	Hereford-shire		Salisbury
	Hertford-shire		Shropshire
	Hoole, Hull		Southampton
	Huntingdon-shire		Spilsbury
	Kingsland, Kingston		Wolverhampton

EXERCISE II *(Continued).*

Put into shorthand :—

(SIR E. MARSHALL-HALL'S SPEECH CONTINUED).

You cannot see that presumption of innocence. If in your judgment the balance of those two scales is so fine and so minute that you cannot in your mind's eye and in your mental vision say to yourselves on which of those sides the span is going to fall, remember that in the one scale, the prisoner's scale, is the invisible weight—the presumption of innocence, which, when the scales are level, must inevitably bump that span to the ground. Gentlemen, the great scientists who have been here have told us much of the marvels of science, and of the deductions that can be made from science. There is one thing the scientists have never yet been able to find, never yet been able to discover, with all their research, and with all their study, and that is, how to replace the little vital spark that we call life. Upon your verdict here, depends, so far as I am concerned, the life of this man. If your verdict is against him, that vital spark will be extinguished, and no science known to the world can ever replace it. As far as I am concerned, my responsibility is ended. To the best of such abilities as I possess, I have put this man's case fairly and strongly before you. I have endeavoured to put it in the fairest light that I can put it from his point of view; but yours is the responsibility. Not that you are to be afraid of it. If your oaths constrain you to find a verdict of guilty, let no consideration of the consequences hinder you—in the name of Society, find that verdict if you are constrained to find it. But, gentlemen, regarding the consequences of your verdict, I may remind you that they are irrevocable. I invite you to say, on all this evidence, having heard it all, and listened to it all, and weighed it all, you are constrained to come to one verdict, and one verdict only—that the Crown have not proved the case against Frederick Henry Seddon, and that, therefore, your verdict must be a verdict of Not Guilty.

EXERCISE II (Continued).

Put into shorthand :—

COMMERCIAL CORRESPONDENCE.

Messrs. Ambrose Mountjoy & Co., Birkenhead. Dear Sirs,
Your esteemed favour of the 13th inst. duly received. We are sending you to-day, by Carter Paterson & Co., samples of the goods detailed in the quotation now enclosed. With regard to the gum arabic, we venture to suggest that, as this sort of gum is at the moment very low in price, it would be of considerable advantage to you to buy now, for we believe that, as soon as navigation with Russia is re-opened and the Americans commence to buy in our market, the prices of all kinds of gum will rapidly go up. Yours faithfully, Walter Haslam & Sons.

Messrs. John Noble Bros., Ltd., Rochdale. Gentlemen,
Your goods to hand, also new patterns for the Spring. I am sorry to say that I shall be compelled to return the 12 pieces of shot serge, which are of the wrong width. I distinctly stipulated that they must measure fully 36 inches, and they only measure 35½ inches. Also, they are too soft, and very dull. This soft finish is useless for my purpose. I enclose a pattern showing the right finish and width. Yours truly, Arthur Sellers.

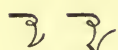
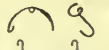
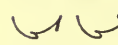


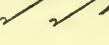
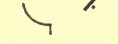
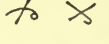
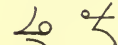
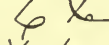
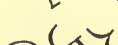
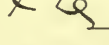
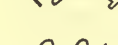

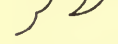

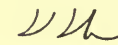
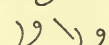
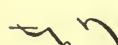
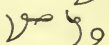
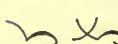
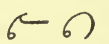
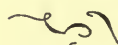
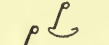


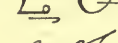

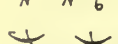
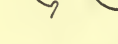
Messrs. The Julius Schultz Company, Bombay. Gentlemen,
We regret to say that your goods were unavoidably shut out from the P. & O. steamer *India*; the Government took that vessel over from 7 o'clock on Thursday morning; no further shipping was done after that hour, and your consignment had not then reached the docks. We shall ship by the *Lena*, which sails on Saturday for Karachi; doubtless you will be able to arrange for the crates to be put on train there and forwarded direct to the ultimate consignees.

Your obedient servants, Terence Jackson & Co.

Thomassen & Francks, 20b, Farringdon Street. Gentlemen,
In reply to your favour of the 10th, we beg to say that it is highly improbable, judging from the latest reports we have from our works, that your order for square bars can be filled in time for shipment to Copenhagen by the cargo steamer *Lisbeth*; she is due to sail from the Tyne on the 28th, and the very earliest date at which we shall be able to deliver is the 30th. Please let us have your definite instructions in the matter before the close of the day.
Yours faithfully, Brookes Engineering Company, Limited.

CHAPTER XII.

GENERAL PHRASES (3)

	abstract, of title		lordship, worship (your)
	bankrupt-cy,		main drain-age
	petition-er ⁱⁿ b.		obnoxious, in reality
	behalf, on b. of		official, O. Receiver, O. Referee, O. Assignee
	cash on delivery, c.o.d.		post mortem-examination
	child, male c., female c.		rate of interest, ^{ratepayer.} r. collector
	clerk, clock		tax, income t., ^{t-ting master.} r. and taxes
	coke, c. oven		slack, slag
	enfranchise, interpleader		sooner than, s. or later
	division, King's Bench D., Chancery D., Probate D.		specific performance
	engineer, electrical e., gas e., mechanical e.		strictly speaking
	England, E. and Wales		temperature, high t., low t.
	free on board, f.o.b.		water supply, w. works
	furnace, blast f.		wire, wireless, ^{w. telegraphy.} ^{w. telephony.} w. station
	ignite-ion		
	incurred, in court		

EXERCISE 12.

Put into longhand:—

MISCELLANEA.

" 2 x ' 2 7 1 2 v r v . 2
 (2 . 2 v 2 ' h - . 2
 2 x 7 - ' v r r ; r -
 2 ' v r , 2 ; ' r r h 2 " 2 x
 ") 7 2 2 ; / 2 v 2 2 ' 2 x
 " 2 2 2 2 2 2 2 2 2 2
 2 2 2 2 2 ; 2 2 2 2 2 x
 2 2 2 2 2 2 2 2 2 2 " 2 2 , 2
 2 2 2 2 2 2 2 2 2 2
 2 2 2 2 2 2 2 2 2 2 x
 " 2 2 2 2 2 2 2 2 2 2 " 2 x
 " 2 2 2 2 2 2 2 2 2 2 " 2 x
 2 2 2 2 2 2 2 2 2 2 x
 " 2 2 2 2 2 2 2 2 2 2 ;
 2 2 2 2 2 2 2 2 2 2 ;
 2 2 2 2 2 2 2 2 2 2 x

EXERCISE 12 (Continued).

Put into shorthand:—

From MILTON's "AREOPAGITICA";

(An Appeal to the Parliament of England for the Liberty of
Unlicensed Printing).

As in a body when the blood is fresh, the spirits pure and vigorous, not only to vital, but to rational faculties, and those in the acutest and the pertest operations of wit and subtlety, it argues in what good plight and constitution the body is; so when the cheerfulness of the people is so sprightly up, as that it has not only wherewith to guard well its own freedom and safety, but to spare, and to bestow upon the solidest and sublimest points of controversy and new invention, it betokens us not degenerated, nor drooping to a fatal decay, by casting off the old and wrinkled skin of corruption to outlive these pangs, and wax young again, entering the glorious ways of truth and prosperous virtue, destined to become great and honourable in these latter ages. Methinks I see in my mind a noble and puissant nation rousing herself like a strong man after sleep, and shaking her invincible locks: methinks I see her as an eagle mewing her mighty youth, and kindling her undazzled eyes at the full mid-day beam; purging and unscaling her long-abused sight at the fountain itself of heavenly radiance; while the whole noise of timorous and flocking birds, with those also that love the twilight, flutter about, amazed at what she means, and in their envious gabble would prognosticate a year of sects and schisms. What should ye do then, should ye suppress all this flowery crop of knowledge and new light sprung up and yet springing daily in this city? Should ye set an oligarchy of twenty engrossers over it, to bring a famine upon our minds again, when we shall know nothing but what is measured to us by their bushel? Believe it, lords and commons! they who counsel ye to such a suppressing, do as good as bid ye suppress yourselves; and I will soon show you how. If it be desired to know the immediate cause of all this free writing and free speaking, there cannot be assigned a truer than your own mild, and free, and humane government; it is the liberty, lords and commons, which

your own valorous and happy counsels have purchased us; liberty which is the nurse of all great wits: this is that which hath rarefied, and enlightened our spirits like the influence of heaven; this is that which hath enfranchised, enlarged, and lifted up our apprehensions degrees above themselves. Ye cannot make us now less capable, less knowing, less eagerly pursuing of the truth, unless ye first make yourselves, that made us so, less the lovers, less the founders of our true liberty. We can grow ignorant again, brutish, formal, and slavish, as ye found us; but you then must first become that which ye cannot be, oppressive, arbitrary, and tyrannous, as they were from whom ye have freed us. That our hearts are now more capacious, our thoughts more erected to the search and expectation of greater and exactest things, is the issue of your own virtue propagated in us; ye cannot suppress that, unless ye reinforce an abrogated and merciless law, that fathers may dispatch at will their own children. . . . Give me the liberty to know, to utter, and to argue freely according to conscience, above all liberties. . . . Though all the winds of doctrine were let loose to play upon the earth, so truth be in the field, we do injuriously by licensing and prohibiting to misdoubt her strength. Let her and falsehood grapple; who ever knew truth put to the worse, in a free and open encounter? Her confuting is the best and surest suppressing. . . . Who knows not that truth is strong, next to the Almighty; she needs no policies, nor stratagems, nor licensings to make her victorious, those are the shifts and the defences that error uses against her power: give her but room, and do not bind her when she sleeps, for then she speaks not true, as the old Proteus did, who spake oracles only when he was caught and bound, but then rather she turns herself into all shapes except her own, and perhaps tunes her voice according to time, as Macaiah did before Ahab, until she be adjured into her own likeness. Yet is it not impossible that she may have more shapes than one? What else is all that rank of things indifferent, wherein truth may be on this side, or on the other, without being unlike herself? What but a vain shadow else is the abolition of "those ordinances, that hand-writing nailed to the cross?" What great purchase is this Christian liberty which Paul so often boasts of? His doctrine is that he who eats or eats not, regards a day or regards it not, may do either to the Lord. How many other things might be tolerated in peace, and left to conscience, had we but charity, and were it not the chief strong hold of our hypocrisy to be ever judging one another? . . .

Author's Original Notes. (B).

This is a page from my notebook of 4th Apr, 1913,
 trial at Old Bailey, before Mr. Justice Lush;
Evidence: Examination-in-chief. — Geo. W.

Q. — (1) 2 — (1)
 1 2 — 3) 2
 4 — 5 2 6 7 1 2 3 ✓
 4 5 — 6 7 8 9 10
 11 12 13 — 14 15 — 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

LONGHAND KEY TO EXERCISES.

EXERCISE 2 (page 8).

What do they wish for. He was never much use. I shall be away for my holiday. Forgive me; you ask too much money for the sashes. You can do without my aid. His name is Smith. What can be the reason for these changes. I like Miss Ada because she is so peaceful. She says she will see you on Wednesday. How much cash will you take. I will do what I can for you. You may be rich before you go. Will you take those dishes away. We will see what may be necessary for the house. Some day you will miss me. Do any number pass this way; a few only. How should they know what we do. Have you our names and numbers. He is a young fool. I should be some days over the books. Why should they be so slow. The boys should be on the way now. Give me my change.

EXERCISE 3 (page 11).

Stay, ghost, duster, Easter, Worcester, spruce, tasting, guessings, jesting, soaking, coming, teaching, commode, rejoicing, talking, willing, slayings, fooling, having, being, sueing, stowage, construe, stretch.

Is this the best work you can do for me. I think you should be up and doing. I shall see Mr. and Mrs. Royce on my way to Chester. I like the styles they are showing. This is a fast stream. He took some toast to test the taste. Are you looking for the same silk. You will have to do without these things now. Is there anything you would like to have. Quite so. We think something is coming to pass next spring. I think there is going to be a row. She is going to the Hester Hospital for Diseases of the Eye. Will this be the last question you will have to ask this witness. I will do everything possible. Remember to stamp the deed.

EXERCISE 4 (page 14).

Meal, meek, bale, baking, pure, door, leer, slower, slake, reels, wreck, (reek) smelling, tower, tomb, towel, fear, fame, fake, rail, ram, balm, lure, liar, sneer, owner (honour), snake, duke, earl, filing, air (heir), leak, lamb, lame, lake, promising, bike, beck, chill, vile, array, stroke, struggle, bell, cure, catch, stride, filial, asp, spree, jasper, strong, stronger, blister.

They always employ a solicitor in these cases. How much more money will you require this week. This affair appears very remarkable. Will you give Messrs. Fleming this message for Mr. Thompson. We were going along some very narrow passages. Where was this youth just as you saw him fall. They will secure nothing by this appeal against the ruling of the Judge below. I quite follow all you feel. All I remember is common knowledge now. I always feel as though I should bring disaster. Shall I tell them so. I told him what would occur. I noticed a remarkable turmoil just as he was passing along the Common by Briar Terrace. Tell me please what I am to do to bring them to book. May I trouble you to ring the bell for me. I am going to press for the final control of the whole of the work of this place. Remember this from Shakespeare, "Beware the ídes of March." I shall be glad to speak to you. "Pharaoh told them his dream." "We are rich only through what we give, and poor only through what we refuse." We will take measures to ensure your rules being carried out as you desire, though they seem to us very singular.

EXERCISE 5 (page 18).

The young man's first public appearance was a remarkable success. Nothing more can be done unless by arrangement distinguishing the smaller from the larger obligations. I believe he will finish as he began. "I said in my haste, 'All men are liars'". You will please make some allowance for the language. They will have taken the square tower before we can bring the guns into play. You can imagine how wrath I became when they came down upon me again. I was very glad when you had gone. What was his application. You must remember you have plain and distinct obligations. Has any arrangement been come to as to publication. All the young people arrive to-day by train. I promise you you will enjoy the performance very much; I have

EXERCISE 5 (*continued*).

known no finer. George shall call upon you some day next week when he will explain the whole thing. Every possible care shall be taken with the vehicle. I saw you when you came into the shop. He has been all the way to Euston Station on purpose to see you. We will do what we can to test the truth of the accusation. I trust there will be no disturbance at all during the Conference in Ulster. Our pastor always chooses a striking text for this sermon. This precious stone being an heirloom fell into the possession of the next heir, the Honourable Claude Ernest Stephens. This was a case of Eclipse first* and the rest nowhere. He never ceased his jesting language till the day of his death. His past experience has cost him dear. Williamson looks fine on his bicycle. Just when we had begun to think everything was working well, this man comes in with his new proposition and what happens. Your scheme of amalgamation seems to promise well, though opposition is sure to be forthcoming from some of the smaller fry, who will fear being swallowed up by the bigger people.

EXERCISE 6 (page 22).

I will consider your appeal as to your having some allowance for wear and tear of the premises during your occupation. Is this application of any real importance. I have seen all those who have any obligation to take up the new shares in exchange for their original stock. I will manage if possible to acquaint myself with his views and learn what are his grievances. Possession will be taken by the Crown within five or six days of the termination of the lease, which, as you know, will be this next quarter-day. Their purpose has been quite plain to me from first to last. There was considerable trouble to catch the thieves; both the man and the woman were drunk and incapable and even the poor miserable girl had been drinking to excess. The balloon and the airship sail on the sea of air in which we live, much as a ship sails on the sea of water in which the fishes live. What engine have you on your new aeroplane. What are your repairs costing. I have always been very careful to keep a fair balance in case of any emergency. We should fill the smaller trucks with rifles and the larger ones with the rough heavier gear. I propose

* It is not safe to write *and* followed by the small tick *the*; the outline would clash with *what*. The two dots shewn in the Exercise are written with the very slightest lifting of the pen.

EXERCISE 6 (*continued*).

we now consider the real question in the case. The trouble began on the arrival of the Russian ship in the North Dock. I look for a considerable turn of speed from the new type of high-power installation. I should imagine all would be in train for your taking over the Horsham sheds in the course of the next week or so in accordance with the terms of the original lease. The General is as well up in martial law as you are in commercial law. The revelations in the official despatches on the revolution caused a tremendous revulsion of feeling throughout the whole kingdom. In reply to your communication, we have nothing more to say than what was conveyed to you in the memorandum which the plaintiff himself wrote to your solicitors, Messrs. Jefferson and Haines when the quarrel first began.

EXERCISE 7 (page 26).

Q. You are a close friend, are you not, of Mrs. Buzzard?
(A). I am.

Q. And you have been for a considerable time? (A). Yes.

Q. Can you say the same with regard to Mr. Buzzard?

(A). Well, I have not seen so much of him as I have of Mrs. Buzzard. Sometime before this occurrence I met an old friend, Miss Devonshire, at Shanklin, in the Isle of Wight; she knew Mrs. Buzzard and the three of us went to various social functions there.

Q. You are not very friendly with Mr. Buzzard? (A). Well—

Q. I only want your answer, is that so? (A). I have nothing against him.

Q. I wish you would kindly answer my question, yes or no. I will put it in this way; is it not the fact that you and he have had several serious quarrels? (A). I do not think I should put it in that way. Anyhow, I do not see that this has got anything to do with this case.

Q. That is for the Court to judge, not you. Now, we will come to the date of this alleged outrage. I want to know, first of all, how it was that you came into this business at all. You say you are a teetotaller, yet here you are, going into this public-house to get some lemonade. You know, there is an A.B.C. the very next door. Why could not you have gone there for your refreshment? (A). I have often been to this public-house for some teetotal drink; I thought I might meet some friends there.

EXERCISE 8 (page 32).

How long the existing arrangements will continue must be the merest guesswork. Notwithstanding all you say, even taking the maximum returns you yourself estimate, we stand to lose heavily if, for example, Messrs. Norry Webster & Co., the wholesale dealers, come to the conclusion that they should not be bound to work with us except so far as the original patent covers their particular products, not only in the United Kingdom but in the United States and on the Continent. The first business this morning will be to consider the cost of the steel castings. We trust your speech will supply reasons which will be convincing to every member of the audience. The most careful inspection and the most rigid tests may fail to reveal some flaw which may seem at first sight quite trivial and nevertheless be the means of wrecking the whole of the machinery. "She walks the waters like a thing of life"; Byron. "Things without all remedy should be without regard"; Shakespeare. "The lazy man aims at nothing and generally hits the mark". "I am not now in fortune's power; he that is down can fall no lower"; Butler. "The things of the world are ever rising and falling in unceasing change. This change must be in accordance with the will of God, as He hath not given to man the power or the wisdom to control it and bring it to its close. The great lesson to be learnt in such cases is that man must strengthen himself doubly to perform his duty and do what is right, seeking his happiness and inward peace in objects which cannot be taken from him"; Humboldt. "Where lives the man that has not tried how mirth can into folly glide, and folly into sin"; Scott. "Beware the fury of a patient man"; Dryden.

GENERAL PHRASE FORMS (page 34).

After; afterwards; after all; after all said and done.

As; as you are aware; as far as I am aware; as far as you know; as far as I know; as far as may be; as far as possible; as far as I can; as far as that goes; as far as can be; as near as may be; as near as possible; as nearly as; as near as I can, etc.

At; at all events; at length; at sight; at first sight; at present; at the present time; at the present minute; at the present moment.

GENERAL PHRASE FORMS (*continued*).

At the close; at the close of the case; at the conclusion; at the close of the evidence; at the close of the evidence for the prosecution; at the close of the evidence for the defence; at the close of the proceedings; at the close of the day.

Bill; bill of exchange; bill of sale; bill of lading; bill of costs; accommodation bill.

Under the circumstances; in the circumstances; under the circumstances of the case; under those circumstances; under these circumstances; in all the circumstances; peculiar circumstances; surrounding circumstances; extraordinary circumstances.

EXERCISE 9 (page 36).

The binding was of dingy calf-skin. I opened it, and as I did so, another strange thrill of pleasure shot through my frame. The first object on which my eyes rested was a picture; it was exceedingly well executed; at least the scene which it represented made a vivid impression upon me, which would hardly have been the case had the artist not been faithful to nature. A wild scene it was—a heavy sea and rocky shore, with mountains in the background, above which the moon was peering. Not far from the shore, upon the water, was a boat with two figures in it, one of which stood at the bow, pointing with what I knew to be a gun at a dreadful shape in the water; fire was flashing from the muzzle of the gun, and the monster appeared to be transfixed. . . . And now the seed of curiosity, which had so long lain dormant, began to expand, and I vowed to myself to become speedily acquainted with the whole history of the people in the boat. After looking on the picture till every mark and line in it were familiar to me, I turned over various leaves till I came to another engraving; a new source of wonder—a low sandy beach on which the furious sea was breaking in mountain-like billows; cloud and rack deformed the firmament, which wore a dull and leaden-like hue; gulls and other aquatic fowls were toppling upon the blast, or skimming over the tops of the maddening waves. “Mercy upon him! he must be drowned!” I exclaimed, as my eyes fell upon a poor wretch who appeared to be striving to reach the shore. He was upon his legs, but was evidently half-smothered with the brine; high above his head curled a horrible billow, as if to engulf him for ever.

EXERCISE 10 (page 40).

Day by day; month by month; year by year; inch by inch; piece by piece; minute by minute; one by one.

Sir; dear sir; my dear sir; madam; my dear madam; gentlemen; my Lord; we are in receipt of your; we are in receipt of your wire; we are in receipt of your letter; we are in receipt of your favour; we are in receipt of your esteemed favour; yours to hand; your wire to hand; your favour to hand; in reply to your favour; in reply to your communication; in reply to your telegram; in reply to your wire; we beg to say; I beg to say; we beg to acknowledge receipt; with reference to your; with regard to your; we are at loss to understand; we duly received your letter; I am in receipt of your; enclosed please find.

We are, sir; we are, dear sirs; yours truly; yours very truly; yours faithfully; yours very faithfully; I am, sir; I am, dear sir; yours obediently; yours sincerely; yours respectfully; your obedient servant; your faithful servants; we have the honour to be; we have the honour to remain.

From day to day; from week to week; from month to month; from year to year; from time to time; from first to last; from beginning to end.

Make up [his, my, one's, their, your] mind-s. [So with "making" and "made"].

Wait a minute; just a minute; many minutes; one minute; a few minutes.

Fleet Street; Bow Street; Regent Street; William Street; Essex Road; Edgware Road; Harrow Road; Mile End Road.

This time; the first time; in my time; in the meantime; in good time; for the time; for all time; all the time; whole time; old times; once on a time; from that time; short time; at the present time; at times; at all times; at most times; at some time; at the same time; at one time.

You are aware (your wire); if you are (if your); if you will; if you will not; do you know; do not you know; do you believe; do you speak; you are not; if you are not; in your own (in your opinion); what do you mean; do you mean to say; why do you say; are you aware; are you prepared to say; you are speaking.

EXERCISE 10 (page 41).

Gentlemen, I often think, when I look at the great figure of Justice which towers over all our judicial proceedings, when I see the blind figure holding the scales—I often think that possibly the bandage over the eyes of Justice has a two-fold meaning. Not only is it put there so that the course of justice should not be warped by prejudice or undue influence one way or the other; but sometimes I think it is put there so that those who gaze should not see the look of infinite pity which is in the eyes of Justice behind that bandage, the look of infinite mercy which must always temper justice in a just man. Gentlemen, in that hand of Justice are held two scales, and you are the people to watch and decide, as the inanimate hand of Justice holds those scales aloft—it is you who decide what is the result of the weighing. The one scale is the scale of the prosecution, the other is the scale of the prisoner. The prosecution come, under your careful and acute observation, and they begin to put into the scale of the Crown the bits of evidence which are to weigh and to count to make that scale go downwards to a lower level than the other and convict the prisoner of the crime of which he is charged. That scale is empty when they begin. You must take away from your eyes any faulty vision that you may have, caused by prejudice or suspicion. You are sworn to do your duty according to the evidence, and upon your oaths you must give your verdict, and you must let no faculty lie dormant in the most minute examination of the line, the balance of those two scales. But remember this. The other scale is not empty. The prisoner's scale has something in it invisible to the naked eye, invisible to anybody who examines it, however skilfully, however scientifically; because in that prisoner's scale is a thing called the Presumption of Innocence, which, if the scales go level, is to bump the prisoner's down and outweigh the scale on the other side.

EXERCISE 11 (pages 46 & 47).

The increase in profits no doubt was partly due to the employment of a larger capital and reserve fund in the business; for it will be remembered that early last year the capital was increased by the issue of 500,000 shares of £2 10s. each at the price of £5 per share. This involved an addition to the paid-up capital of £1,250,000, and a similar increase of the reserve fund.

EXERCISE 11 (*continued*).

The paid-up capital and reserve now amount to about £11,000,000 each. No change is made in the dividend, which remains at 18 per cent per annum, less tax; but an extra £200,000 is appropriated to meet depreciation of investments. . . . When that now prosperous concern, the Brazilian Johnson-Walker Company, was first proposed to be put on the market, it was a novel venture, but it was one in which the vendors had such confidence that they were willing to accept most of the purchase price in ordinary shares. The share capital of the Company was divided into an equal number of preference and ordinary shares, the preference to be entitled to $6\frac{1}{2}$ per cent. of the surplus profits. With regard to the debenture holders, we have endeavoured in this scheme to safeguard their interests, while keeping in mind those of both the preference shareholders and the ordinary shareholders, and we have also done our best for the holders of the few deferred shares that were outstanding when we took over the undertakings of our three subsidiary companies. . . . Arrangements in connection with the quadruple Corporation Loan were advanced yesterday to an extent that foreshadows an early appearance of the prospectus. The borrowers who are uniting to raise a total of £4,000,000, are Middlesbrough, South Shields, Coventry and Lincoln. The new stock, which will be redeemable in 1948, with power to the borrower of paying off in or after 1938, will bear interest at six per cent. per annum, and will be offered at 95½. A small "turn" will be given by the fact that a full six months interest is to be paid on the 1st January, while subscribers may spread the payment of their instalments until September. . . . The Calcutta Electric Supply Corporation will shortly make an issue of £500,000 five per cent tax-free First Mortgage Convertible Debentures at 95. Subscribers will have a three years' option of conversion into ordinary shares at £7 10s. for £5 shares. . . . An offer is announced of 100,000 8 per cent. First Mortgage Convertible Debenture Stock at 95, and 125,000 £1 ordinary shares at par, in the Golders Green Hippodrome, Limited. The present theatre is being converted into a cinema, to which a restaurant is to be added. . . . The total disbursements for the year on account of land taxation reached the formidable sum of £440,000. The receipts of the Land Department for the years 1914 to 1919 have been analysed, and the receipts not liable to income tax separated from those which are liable. The latter are now included in the profit and loss account and not the land account,

EXERCISE 11 (*continued*).

SUNDRY SPECIAL PHRASES. Mortgage debenture; annual general meeting of shareholders; stock exchange; cumulative; cumulative interest; cumulative preference shares; sinking fund; date of allotment; *pari passu*; reconstruction; stocks and shares; excess profits duty; first charge; second charge; fully paid; bonus; special settlement; vendors' shares; carry over; director; company director; managing director; bearer shares; capital liabilities; interim; interim dividend; balance sheet.

EXERCISE 12 (page 51).

"We may be pretty certain that persons whom all the world treats ill deserve entirely the treatment they get. The world is a looking-glass, and gives back to every man the reflection of his own face. Frown at it, and it will in turn look sourly upon you; laugh at it and with it, and it is a jolly, kind companion; and so let all young persons take their choice"; Thackeray.

"To choose time is to save time; an unseasonable motion is but beating the air"; Bacon.

"I shall leave a name execrated by every monopolist who for less honourable motives clamours for Protection because it conduces to his own individual profit; but it may be that I shall leave a name sometimes remembered with expressions of goodwill in the homes of those whose lot it is to earn their daily bread with the sweat of their brows, when they shall recruit their exhausted strength with abundant and untaxed food, the sweeter because it is no longer leavened with a sense of injustice"; Sir Robert Peel.

"Accuse not nature—she hath done her part; do thou but thine"; Milton.

"Love took up the harp of life, and smote on all the chords with might;

Smote the chord of Self, that, trembling, pass'd in music
out of sight"; Tennyson.

"What a piece of work is man! How noble in reason! How infinite in faculties! In form and moving how express and admirable! in action, how like an angel! in apprehension, how like a god!"; Shakespeare.

FACSIMILE (A) OF AUTHOR'S NOTES (page 55).

photography when the daylight is not sufficient; two lithographic stones and some chemicals. Those are the things that were found, and, as I have said, although you may feel that it was not necessary to go through that list of articles so far as the case of Brown is concerned, it is important to bear it in mind when you come to consider the cases of the other prisoners who undoubtedly were visiting at this flat. So far as Brown is concerned it comes to this; that there are found in his possession not only forged notes (one of them complete in every case, ninety-one of them complete with the exception of the small letter *k*), but a number of other £10 notes in process of completion, and in fact all the apparatus necessary for the manufacture of such notes. I say nothing more to you about his case.

I pass to the case of Byrne. Now, in the case of Byrne, we commence with the evidence of Mr. Lawes. He tells you—you must take his evidence as given to-day; I will make a comment upon what has been said by the learned counsel who defends Byrne in a moment; I am taking his evidence as given before you upon his oath. In October, 1911, Brown and Byrne came to him where he was employed at Farrington Street by Penrose & Co., or by Mr. Penrose. October, 1911; bear in mind, gentlemen, that was just about one month before that genuine £5 note finds its way into the possession of Brown, and that £5 note undoubtedly has been used for the purpose of being reproduced, both by photography and by the zinc plate which has been produced by means of photography. In October, 1911, Brown and Byrne come to him and say that they want to reproduce maps or plans, and Lawes arranged to give them instruction at his workshop. They came together three times, and Brown three or four times after. In cross-examination he says Byrne simply watched, he took no lesson, but he took an active interest. Well, as a rule you take a lesson by watching; I do not quite know what the distinction was between Byrne and Brown in this respect, but, if Lawes was demonstrating, the people who were taking the lesson could only sit and watch how it was done. Then he says Brown and Byrne introduced Wallace as their electrical engineer. Whichever it was who actually used the words of introduction, that shews at all events that Byrne was present with Brown when Wallace was introduced as their electrical engineer. There you have Byrne at all events—if Mr. Lawes is to

be relied upon—as early as October, 1911, going with Brown to take lessons in printing which they said was for the purpose of reproducing maps or plans. Mr. Lawes says in the course of his evidence that he is quite satisfied now about Byrne being the person who came to him, and that

FACSIMILE (B) OF AUTHOR'S NOTES (page 57).

Q. Besides hearing somebody go upstairs did you hear where they went to? (A). No, sir.

Q. You just heard that they were going upstairs? (A). Yes.

Q. What time do you generally call Miss Hockin? (A). Mostly about a quarter to seven of a morning.

Q. Did you call her at your usual time that morning? (A). Yes, as near as I can remember.

Q. Did you go into her room? (A). No, I knocked at the door, and Miss Hockin came to the door and told me her fire was alight.

Mr. JUSTICE LUSH:—What time would this be? (A). About a quarter to seven.

Mr. TRAVERS HUMPHREYS:—Did you go into the studio at all then? (A). No, sir.

Q. Did you speak to her then or did you speak to her later about what had happened at four o'clock in the morning? (A). I spoke to her then.

Q. What did you say? (A). I told her I thought I heard them come in, because the door banged.

Mr. JUSTICE LUSH:—"Them?" (A). Yes.

Q. Was anybody living at that time in the flat besides Miss Hockin? (A). A gentleman on the lower floor.

Q. A gentleman downstairs, and Miss Hockin on the first floor, alone? (A). Yes.

Q. You say you heard "them" come in; who were "them"? (A). Well, I should say there were two; it sounded more than one went up the stairs.

Mr. TRAVERS HUMPHREYS:—What did she say? (A). When I told her about I heard the banging at the door, she told me she was very sorry if she disturbed me, but the lady did not understand.

OBSERVATIONS ON THE FACSIMILE PAGES.

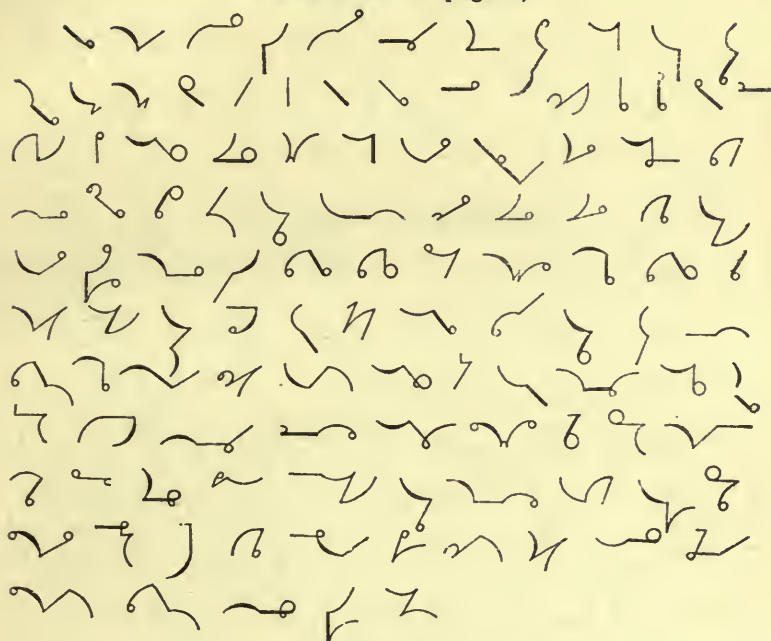
The device of two dots written closely together is adopted by a number of professional Shorthand Writers in London; practice varies as to its use for *of the, and the, to the*. At the dates when the notes now reproduced were taken I was employing the dots to represent *of the*. Subsequent experience has induced me to prefer their allocation to *and the*.

Similarly, practice has convinced me that the consonant *b* may be safely used to represent *be* or *by*.

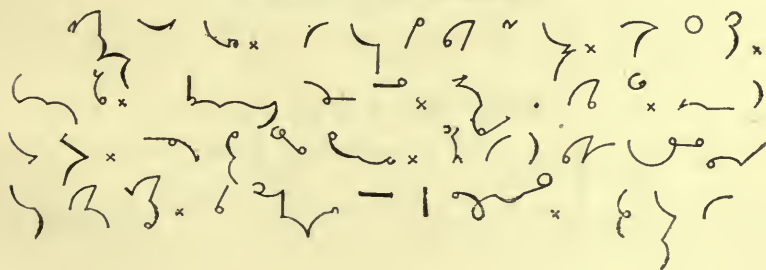
On page 57 will be found the outline *ch*, intersected by a long downward stroke. This indicates that there is an interruption by "Chief." The "Chief" is the president of whatever body is being reported—in a Police Court, "The Magistrate"; in an Arbitration "The Arbitrator," or "The Umpire"; at a Company Meeting, "The Chairman," &c.

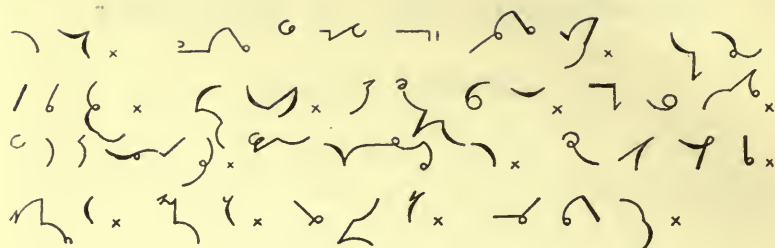
SHORTHAND KEY TO EXERCISES.

EXERCISE 1 (page 5).

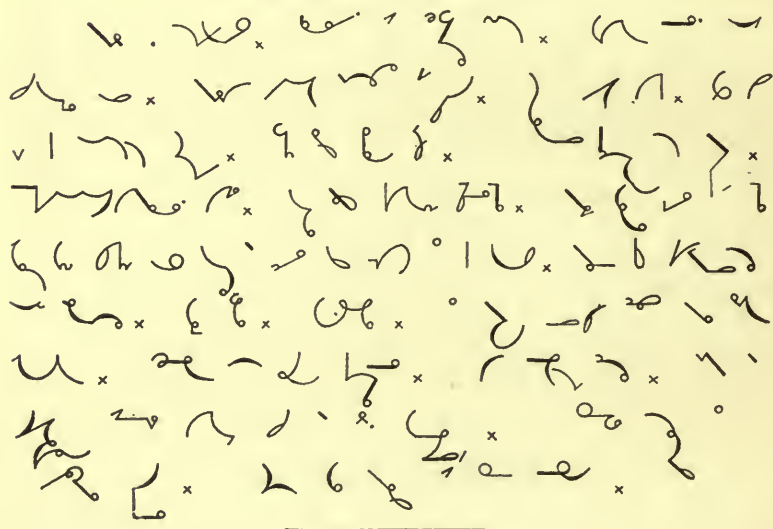


EXERCISE 2 (page 8).

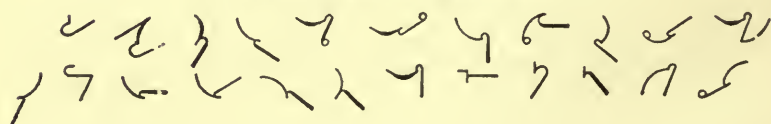




EXERCISE 3 (page 11).



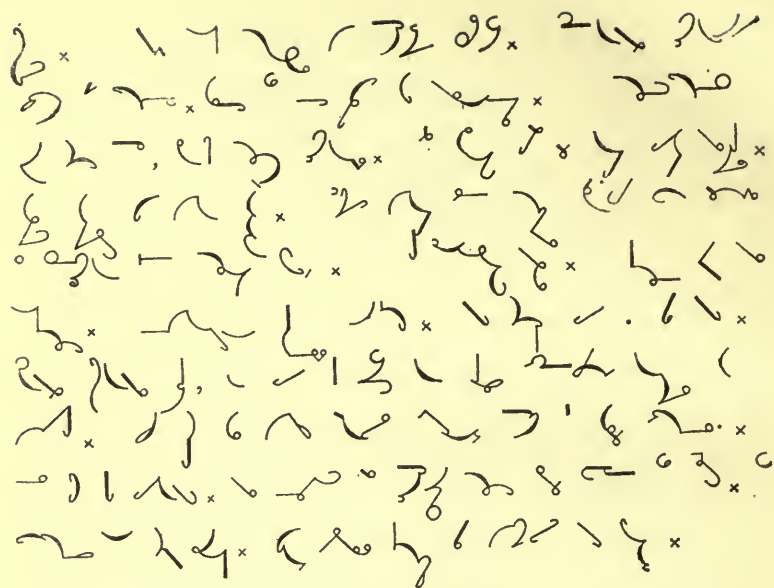
EXERCISE 4 (page 15)



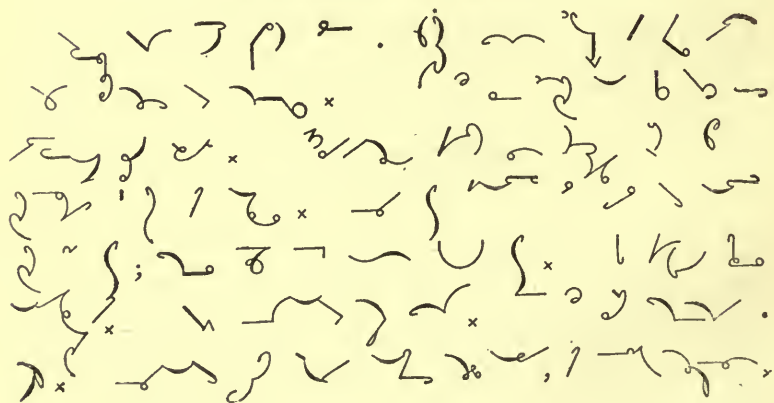
1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

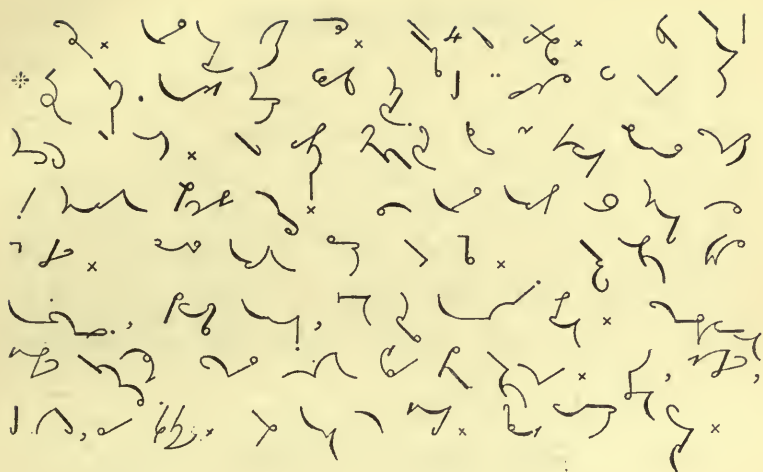
EXERCISE 5 (page 19)

1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40

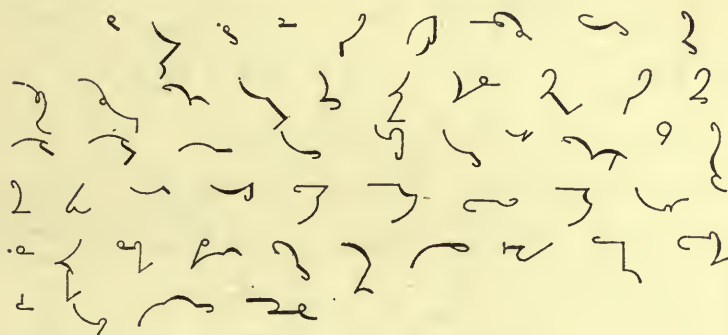


EXERCISE 6 (page 23).



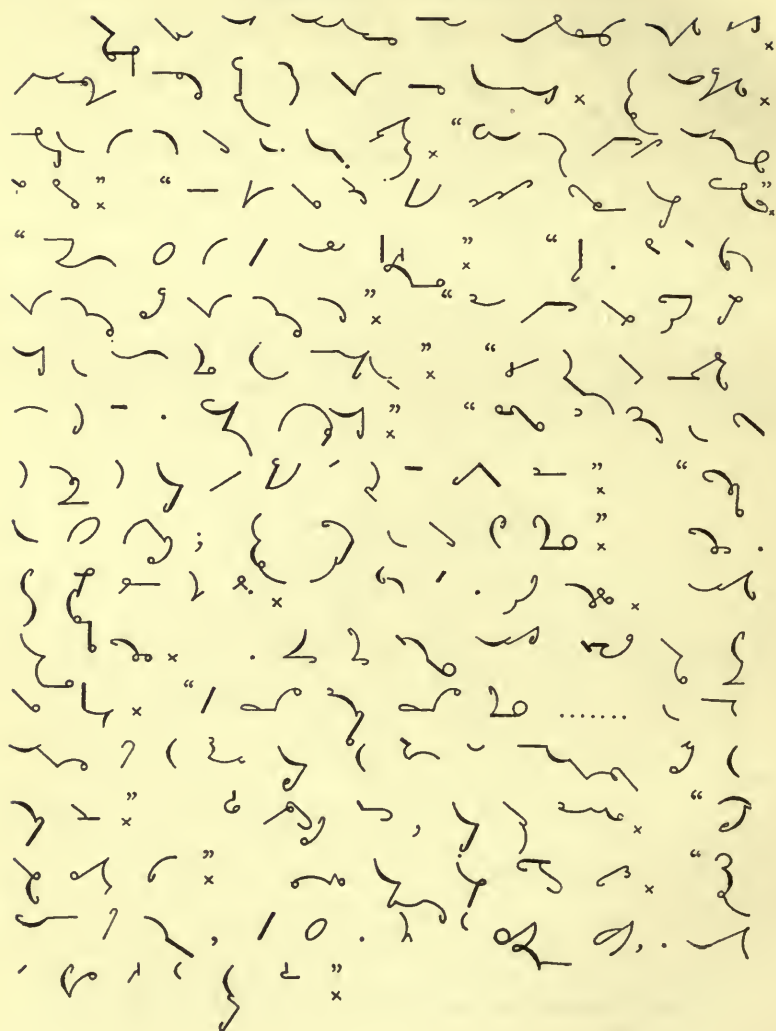


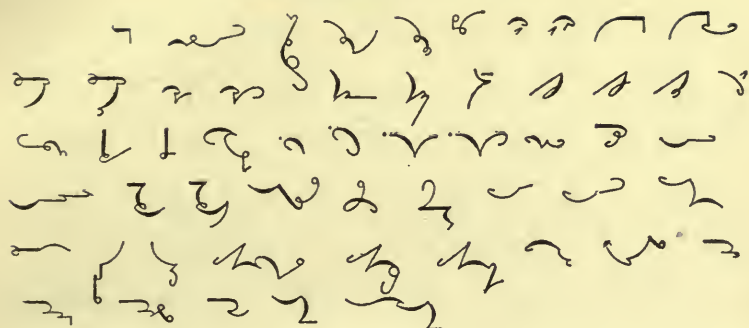
EXERCISE 6^a (page 24)



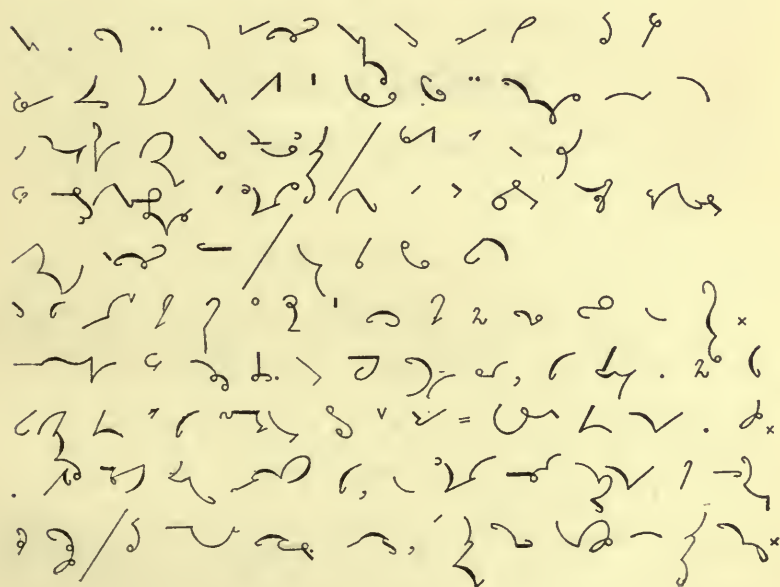
* Following the word *on*, the outlines *ts*, *tes*, are safe for the words *this*, *these*.

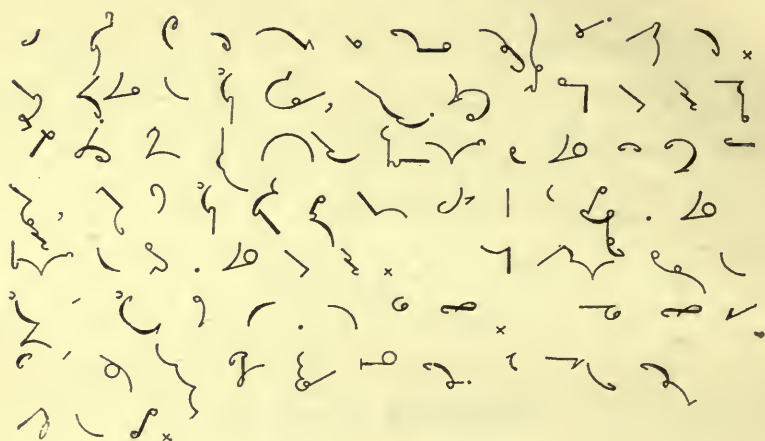
EXERCISE 7 (page 27)



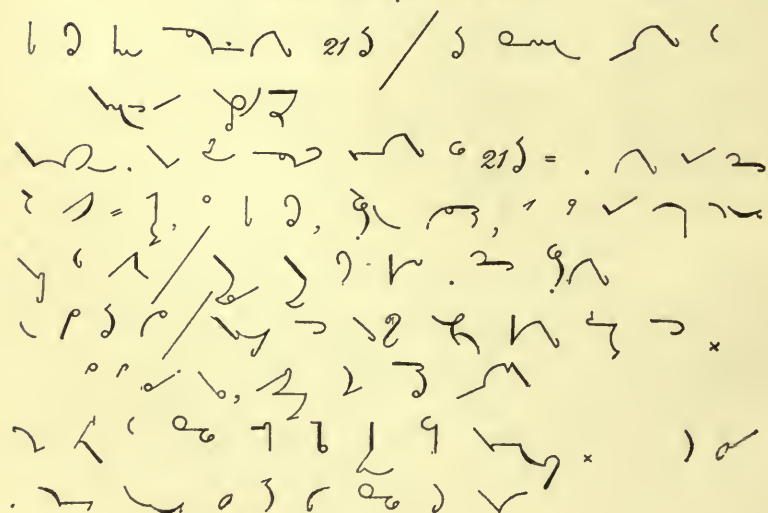
EXERCISE 7^a (page 30).

EXERCISE 8 (page 33).





EXERCISE 9 (page 37).



\ ~ 5 } 6 7 8 9 10 11 12
 13, 14 15 16 17 18 19 20 21 22
 23 24 25

309 26 27 28 29 30 31 32 33 34 35
 36 37 38 39 40 41 42 43 44 45
 46 47 48 49 50 51 52 53 54 55
 56 57 58 59 60 61 62 63 64 65
 66 67 68 69 70 71 72 73 74 75
 76 77 78 79 80 81 82 83 84 85
 86 87 88 89 90 91 92 93 94 95

EXERCISE 10 (page 42).

" 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

[illegible]

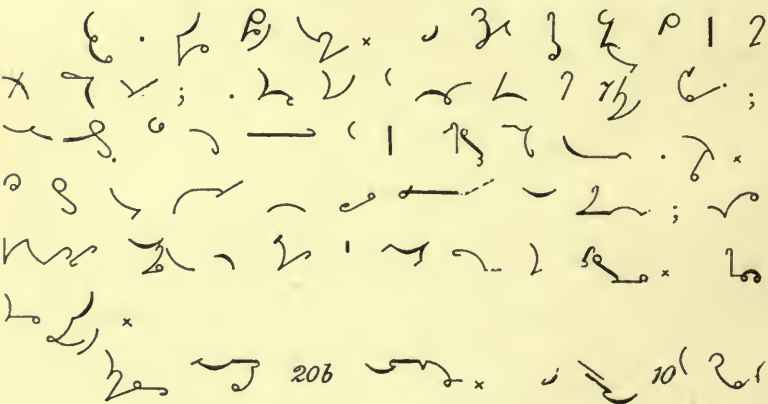
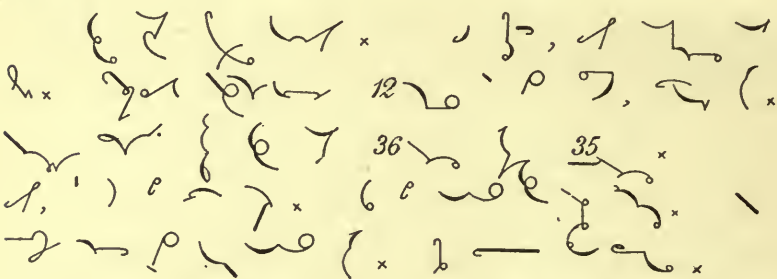
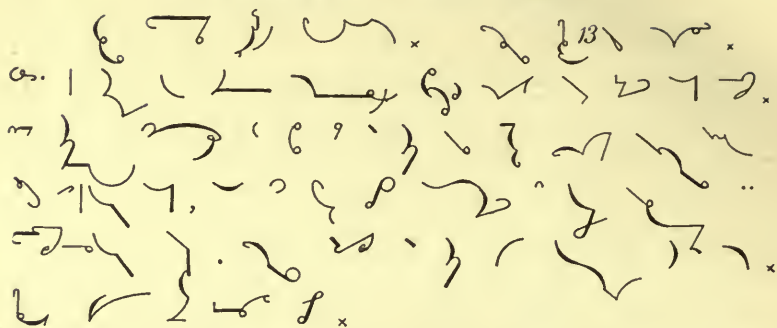
A page of handwritten musical notation on aged, yellowed paper. The notation is written in dark ink and consists of several staves. The notes are mostly eighth and sixteenth notes, often beamed together. There are also rests, some marked with 'x' or '2'. The handwriting is fluid and characteristic of 18th or 19th-century musical manuscripts. The paper shows signs of age, including slight discoloration and some faint smudges.

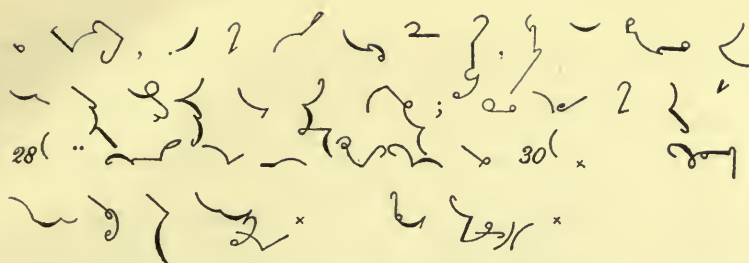
Handwritten musical notation on a single staff, featuring various notes, rests, and accidentals (sharps, flats, and naturals).

EXERCISE 11 (page 48).

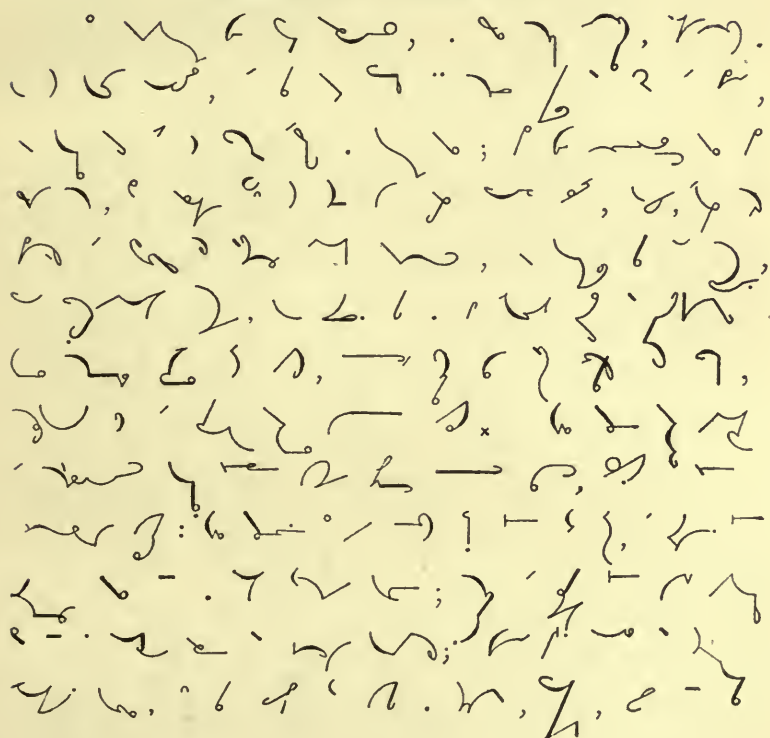
Handwritten notes in Arabic script, likely a continuation of the mathematical or scientific discussion from the previous page. The text is dense and covers the bottom half of the page.

EXERCISE 11 (*contd.*). (page 49)





EXERCISE 12 (pages 52 & 53).



' 9, ' \ 7 4 ~ 3 5 . 1 ' 0 '
 2 x ' - 2 - 6, - 2 4 1 9 7
 7 7 4 ' 5 2 3 x - 2 -
 / 5 ' 20 2 4 - ,) 2 7 7 ' 6 9,
 2 2 2 - 6 6 (' 7 x 2 - , 2, (/
 4 2 4 4, - 2 7 2 4 2; 2 7
 1 x 2 2 . 2 2 2 2 2 -
 0, ' 4 - 7 6 1 2, - , 2 2; 2 2,
 2, - 1 2 2 ' 2 4 - 2 6; 2 2
 2 2 2 2: 6 2 2 - 2 1 2 2
 2 - 2; 6 2 2, - , 2 2 1
 — 2 2 2 x 2 2 2 2 2 2,
 2 - , 2 2 2 2, 2 2 2 2, ' 6 2,
 2 - 2, 2 2 2 2 2 x 2 2 2 2,
 2, 2, 2, 2; 2 6 6 2 2
 2, 2, 2, 2, 2 2 2 2 2 ' 1
 2 2 2 (2 2, 1 2 (2) - 2
 2 - 2 2, 2 2 2 2; 2 2
 2 2 - 2 2 2 2, 2 2 2 2

1. ... 2. ... 3. ... 4. ... 5. ... 6. ... 7. ... 8. ... 9. ... 10. ... 11. ... 12. ... 13. ... 14. ... 15. ... 16. ... 17. ... 18. ... 19. ... 20. ... 21. ... 22. ... 23. ... 24. ... 25. ... 26. ... 27. ... 28. ... 29. ... 30. ... 31. ... 32. ... 33. ... 34. ... 35. ... 36. ... 37. ... 38. ... 39. ... 40. ... 41. ... 42. ... 43. ... 44. ... 45. ... 46. ... 47. ... 48. ... 49. ... 50. ... 51. ... 52. ... 53. ... 54. ... 55. ... 56. ... 57. ... 58. ... 59. ... 60. ... 61. ... 62. ... 63. ... 64. ... 65. ... 66. ... 67. ... 68. ... 69. ... 70. ... 71. ... 72. ... 73. ... 74. ... 75. ... 76. ... 77. ... 78. ... 79. ... 80. ... 81. ... 82. ... 83. ... 84. ... 85. ... 86. ... 87. ... 88. ... 89. ... 90. ... 91. ... 92. ... 93. ... 94. ... 95. ... 96. ... 97. ... 98. ... 99. ... 100. ...

PRINTED BY
VEALE, CHIFFERIEL & CO., LTD.,
35 to 37, CURSITOR STREET, CHANCERY LANE,
LONDON, E.C. 4.

Los Angeles

This book is DUE on the last date stamped below.

Form L9—15m-10,'48 (B1039)444

UNIVERSITY OF CALIFORNIA
AT
LOS ANGELES

Z56
W16t

UC SOUTHERN REGIONAL LIBRARY FACILITY



A 000 570 399 6

